FORT HOOD REGULATION 750-2

Maintenance of Supplies and
Equipment

MAINTENANCE
POLICIES
AND PROCEDURES

Department of the Army
Headquarters, III Corps and Fort Hood
Fort Hood, TX 76542

5 APRIL 2012

SUMMARY OF CHANGE

III Corps and Fort Hood Regulation 750-2
Maintenance Policies and Procedures

This issue dated 5 April 2012 —

- This is a major revision: changes are too extensive to list.

DEPARTMENT OF THE ARMY
III CORPS & FORT HOOD
FORT HOOD, TEXAS 76544-5000
5 APRIL 2012

Maintenance of Supplies and Equipment
MAINTENANCE POLICIES AND PROCEDURES

History. This is a major revision. Portions affected by this revision are listed in the summary of change.

Summary. This regulation provides unit leaders and commanders with a flexible framework on which to build a maintenance program tailored to their needs. It lists pertinent references and assigns specific responsibilities. It avoids needless repetition of existing publications. It explains rationale behind and the guidance under established policies and concepts. Users of this regulation should refer to AR 750-1.

Applicability. This regulation applies to all units and activities assigned, attached, tenant or under training and readiness authority (TAO) to Fort Hood who require maintenance on equipment in their possession. Use of masculine voice also includes feminine voice. References to trade names or corporations do not constitute endorsement by the U.S. Army.

Supplementation. Supplementation of this regulation is prohibited without prior approval of the Assistant Chief of Staff (ACofS), G4.

Suggested improvements. The proponent of this regulation is the ACofS, G-4. Send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-GL-M, Fort Hood, Texas 76544-5000.

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*Supersedes III Corps and Fort Hood Regulation 750-2 dated 1 August 1993

Chapter 1
Introduction

1-1. Purpose
The purpose of this regulation is to establish policy and assign responsibilities for maintenance of supplies and equipment throughout III Corps. It provides and defines performance and management of equipment maintenance.

1-2. Scope
This regulation covers responsibilities for maintenance programs, maintenance operations, maintenance training, and maintenance management. Further, it provides guidance for repair parts management; safety; security; environmental protection; vehicle marking; spot painting; small arms repair parts management; and battery management.

1-3. Applicability
This regulation applies to all units assigned or attached to Fort Hood.

1-4. References
Appendix A lists required and related publications.

1.5. Explanation of abbreviations and terms
The glossary explains abbreviations and terms used in this regulation.

Chapter 2
Responsibilities

2-1. Command responsibilities
Commanders at all levels have primary responsibility for organizing and supervising an effective maintenance program for assigned vehicles and equipment to include:

a. Plan, organize, schedule, and check performance of maintenance programs.

b. Identify, plan, and effectively use authorized maintenance resources including shop stock listing (SSL) and ensure compliance with the exchange pricing policy.

c. Require equipment preventive maintenance checks and services (PMCS) to be performed using the appropriate equipment technical manual (TM). Reward individuals with commendations and qualification badges for exceptional performance.

d. Require prompt reporting and evacuation of equipment exceeding organic maintenance repair capabilities to designated "pass back" maintenance units. Unit commanders have the primary responsibility for maintaining their organic equipment with organic maintenance assets. When the unit commander determines organic maintenance assets are not adequate, the equipment will be evacuated to the 13th Expeditionary Sustainment Command (13th ESC) for pass back maintenance support. When the 13th ESC determines the required repair exceeds their capability, the 13th ESC will pass back the maintenance request to Directorate of Logistics (DOL).

13th ESC will set policy for pass back operations which may include a requirement for a letter of justification from the unit commander stating what the unit has for organic maintenance assets, their capability, and their work load. Promptly submit requisitions for non-mission capable (NMC) equipment using proper priority and weapon systems designator codes as listed in DA Pam 710-2 (Supply Policy Below the National Level), Appendix E

e. Provide sufficient time on training schedules for performance of preventive maintenance (PM) on assigned or attached equipment according to material maintenance policies, techniques, and practices.

f. Require use of the appropriate Test Measurement and Diagnostic Equipment (TMDE) for troubleshooting to minimize disassembly and unnecessary installation of new repair parts, and waste of serviceable parts.

g. Develop and maintain a high degree of maintenance discipline including prevention of equipment abuse. Take appropriate action in instances of abuse.

h. Designate a primary and alternate operator for each motor-driven vehicle or power generator equipment item. Prohibit operation of equipment by unlicensed personnel.

i. Ensure personnel are properly trained and licensed for the equipment they operate in accordance with (IAW) this regulation and AR 600-55 (The Army Driver and Operator Standardization Program). Develop operator training programs to maintain constant availability of properly trained and/or licensed personnel. Training will stress procedures conducive to good PM practices, proper operation, and safe handling of equipment. Reward individuals with commendations and qualification badges for exceptional performance.

j. Ensure all vehicles (track and wheeled) have a vehicle commander (VC) or track commander in the grade of corporal or above when dispatched vehicles are out of the unit motor pool.

k. Require maintenance records on each equipment item and ensure they are maintained according to DA Pam 750-8 (The Army Maintenance Management System [TAMMS] User Manual). Operators and maintenance personnel must be thoroughly familiar with required forms.

l. Be thoroughly familiar with requisitioning procedures for Class IX repair parts to include exchange pricing (EP) procedures. Maintain an adequate SSL. Inventory the SSL according to AR 710-2. Inventory the SSL according to supporting supply sources to determine receipt and availability of requested NMC supply material. Units must promptly pick up NMC parts. Do not delay pick up for more than one working day.

m. Establish procedures for request, issue, receipt, turn-in, and control of sets, kits, outfits, hand tools and components.

n. Appoint an Army Oil Analysis Program (AOAP) monitor at unit level. Require the monitor to receive annual training from the installation coordinator.

o. Require immediate pick up of equipment job-ordered to the pass back maintenance support when notified repairs are complete.

p. Verify the need for Class IX items: minimize requests. Screen all requests for parts to determine if the item is in the Exchange Pricing program: order with the correct demand code.

q. Ensure periodic inspection lifting devices is performed as specified in TB 43-0142 (Safety Inspection and Testing of Lifting Devices).

r. Ensure the scheduling and conduct of required tests for air or gas compressors are performed as outlined in TB 43-0151 (Inspection and Test of Air and Other Gas Compressors).

s. Appoint a unit calibration monitor. Periodically check TMDE to ensure proper calibration. AR 750-43 and TB 43-180 (Calibration and Repair Requirements for the Maintenance of Army Materiel) define calibration policies.

t. Review reconciliations between the unit motor pool and the supply support activity (SSA) for accuracy and completeness.

u. Ensure unit maintenance activities have an accurate DA 12-Series distribution including required manuals, and ensure timely posting of changes to DA 12-Series requirements.

v. Periodically check that PM services are performed according to the appropriate TM.

w. Appoint responsible individuals in the positions listed in Table 2-1. Appointment orders will be published using either a memorandum or DA Form 1687. This list is not all-inclusive.

x. Ensure that maintenance policies, programs and procedures unique to medical maintenance will be maintained IAW AR 40-61 (Medical Logistics Policies).

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Table 2-1. Common positions requiring appointment orders

POSITION	GOVERNING PUBLICATION
AOAP Monitor (primary and alternate)	TB 43-0211
Armorer and Assistant Armorer	AR 190-11
Commander's designated representative to inspect and/or verify status symbol X and circle X deficiency corrective actions	DA Pam 750-8 DA Pam 738-751
Commander's designated representative to review and approve PD 01-10 maintenance requests and supply requisitions	DA Pam 710-2-1
Commander's designated representative to sign and/or approve commander's exception report	SAMS-1E end user manual
Commander's designated representative to approve off-post extended dispatches	DA Pam 750-8
Commander's designated representative to make a status change	DA Pam 750-8 DA Pam 738-51
COMSEC custodian and alternate COMSEC custodian	AR 380-40
Dispatcher	DA Pam 750-8
Fire Marshal and/or Fire Warden	AR 420-90
Key custodian and alternate key custodian	AR 190-51
Maintenance and/or Material Readiness Officer	AR 750-1
Master Driver (BN, SQ, CO, BTRY, TRP)	FH Reg 750-2
POL Monitor	DA Pam 710-2-1
QA and/or QC	DA Pam 750-8

Table 2-1. Common positions requiring appointment orders (continued)

POSITION	GOVERNING PUBLICATION
TMDE Support Coordinator	AR 750-43
Tool Room Custodian	DA Pam 710-2-1
Vehicle Driver, Equipment Operator, Training Instructor, Assistant Instructor	AR 600-55
Vehicle Driver, Equipment Operator, Training Issuing Official and/or Authority	AR 600-55
Vehicle driver, equipment operator, qualifying official and/or examiner	AR 600-55

Legend

AOAP – Army Oil Analysis Program	POL – petroleum, oils, and lubricants
AR - Army Regulation	Reg – regulation
BN – battalion	SQ – squadron
BTRY - battery	TB – technical bulletin
CO - company	TMDE – test, measurement, and diagnostic equipment
COMSEC – communications security	TRP – troop
DA – Department of the Army	QA – quality analysis
Pam – pamphlet	QC – quality check
PD - priority designator	

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2-2. Staff responsibilities

a.   The G-1/S-1 monitors the status and assignment of maintenance personnel and supervisors; manages and accounts for maintenance personnel by military occupational specialty (MOS) and grade; and monitors the publications program to ensure adequate pinpoint distribution of maintenance publications.

b.   The G-3/S-3 is responsible for establishing maintenance training guidance in coordination with units; ensuring adequate maintenance and maintenance training is allocated and integrated into unit training programs; and coordinates scheduling of training and certification testing by III Corps and Fort Hood schools.

c.   The G-4/S-4 is the principle staff officer for matters pertaining to maintenance and supply. The G-4 recommends maintenance policy, monitors the status of equipment and, in coordination with the G-1/S-1, adjutant, and G-3/S-3 and recommends shifts in maintenance resources (personnel, equipment, maintenance support, and time) to effect improvements in materiel readiness. They will manage the percentage of equipment fill for reportable lines and develop necessary plans to achieve optimum balance of equipment on hand.

d.   The surgeon is the principal staff officer responsible for development of concept, policy and plans for maintenance of medical material, and to develop, manage and monitor medical maintenance programs.

Chapter 3
Maintenance Policy and Structure

3-1. Overview
Operator-level maintenance is the first and most critical level of the Army maintenance system. Routine PMCS evaluates the operational status of equipment and identifies mechanical problems. Every commander must have a sustained and supervised preventive maintenance (PM) program that involves officers and NCOs, and provides feedback. PM programs enhance professional development of junior officers, NCOs, and Soldiers and instills maintenance consciousness throughout the organization.

3-2. Maintenance standard
There is only one maintenance standard for III Corps: it is the Army maintenance standard. As defined in AR 750-1 (Army Materiel Maintenance Policy), the Army maintenance standard is the condition of equipment when:
    a. The equipment is fully mission capable.
    b. All unit level faults are identified using the "items to be checked" column of applicable 10/20 TMs.
    c. Unit level corrective actions are completed for which the required parts are available.
    d. Additional parts needed to complete corrective actions not available, but are on valid requisition.
    e. Corrective actions above unit level are on a valid maintenance request.
    f. Equipment services are current.
    g. All urgent and limited urgent modification work orders are applied.
    h. All authorized basic issue items (BII) and components of end item (COEI) are present and serviceable or on valid requisition.

3-3. Maintenance standing operating procedures (SOP)
All units performing maintenance are required to have maintenance SOP according to AR 750-1, Chapter 2. Maintenance SOPs will address maintenance operations IAW this regulation and appropriate DA guidance. SOPs will include all areas as identified in DA Pam 750-3, as a minimum, and be addressed in detail.

3-4. Technical assistance
    a. Units request assistance from their supporting field maintenance support operations personnel. Support Operations coordinates additional assistance from appropriate agencies.
    b. Commander Maintenance and Evaluation Training (COMET) team visits are coordinated directly by the unit with the COMET team chief. Further information on COMET operation is contained in chapter 8.
    c. Table D-1 lists contact information, however contact information for COMET teams follows:
    (1) III Corps COMET team, Building 1001, Room E231A, 287-3340.
    (2) 1st Cavalry Division (1CD) COMET team, Building 28000, Room 1125, 287-7883.
    (3) 13th ESC COMET team, Building 39042, 287-9217.

d. Logistics assistance is provided by AMC (Army Materiel Command) Logistic Assistance Office (LAO) using logistical assistance representatives (LAR). Each major subordinate command (MSC) has a dedicated LAO staffed with LARs by commodity area to provide this assistance. Table D-1 lists contact information; however contact information is listed below.

e. Contact information for LAO

(1) LAO, 1CD,Building 4434, Fort Hood, 287-9192.

(2) LAO, 13th ESC(E), Building 4419, Fort Hood, 287-6608.

3-5. Field-level maintenance

Commanders and maintenance managers will operate field-level maintenance programs IAW this regulation and procedures outlined in ATTP 4-33 and DA Pam 750-3.

3-6. Records and files management

Commanders will appoint in writing a record manager (RM) for the unit. The RM will ensure office symbols and office record lists (ORL) are established for unit supply rooms and unit motor pools. The arms room and CBRN room will be incorporated with the unit supply room ORL. The RM for the brigade support battalion's (BSBs) maintenance company will establish office symbols and ORLs for each individual shop or section with customers from other units. Examples of these are the SSA, shop office, TMDE support activity and Armament/Small Arms Repair Shop.

3-7. Fort Hood dispatching policy

Dispatching is the method by which a commander controls the use of equipment. However, allowing equipment to be used carries with it the responsibility for both equipment and operator safety. Commanders must make sure dispatching procedures are understood and followed.

a. Ensure all vehicles (track and wheeled) have a VC or track commander in the grade of corporal or above when dispatched vehicles are out of the unit motor pool.

b. Driver posses a valid driver license. Drivers operating vehicles carrying hazardous cargo (ammunition, fuel etc.) must have completed the additional hazardous material driver training. Appropriate placards must be displayed on the vehicle.

c. The track commander and/or VC will account for the correct number of personnel loaded in the front cab and cargo area. The track commander and/or VC will ensure personnel in cargo areas have a bench seat (not to exceed the maximum capacity of the vehicle type) and passengers are not carried with cargo.

d. Troop strap will be in place prior to movement when transporting Soldiers in the cargo area of trucks.

e. All operators, track commanders and/or VC and passengers will wear a Kevlar helmet, combat vehicle crewman (CVC) helmet or advanced combat helmet (ACH) when vehicles cross cattle guards for main post, North Fort Hood, and all of the West Fort Hood training area(s).

f. All personnel will wear appropriate head protection when part of a military convoy on- or off-post, a single vehicle mission going off-post, and/or operating on the Fort Hood railhead.

g. The dispatch for a tactical military vehicle use off-post will be signed by the Battalion and/or Squadron Commander.

h. Prior to any Army motor vehicle or track vehicle movement, a risk assessment will be completed by the leader responsible for the vehicle mission and applicable controls briefed to all participant's understanding. Risk assessments will be updated as the mission, weather, or conditions change. Non-mission essential vehicle movement must be approved by the responsible senior officer and/or non-commissioned officer (NCO).

i. Paragraph 4-7 lists all other dispatch procedures.

3-8. Maintenance enablers

a. Below is a review of FORSCOM sustainment:

(1) Corps/Division G-4**.** Logistical staff for the Corps and/or Division Commander with the mission to advise and assist the Commander and his staff on all operational logistics support and movement matters. The Corps and/or Division G-4 performs combat service support movement planning; prepares service support portions of orders; exercises staff supervision over sustainment units; assesses the command's materiel readiness posture; develops plans and policy; and prepares for future contingencies. In CONUS, the Corps and/or Division G-4 mission includes using Property Book Unit Supply - Enhanced (PBUSE), directing lateral transfers and requesting disposition of materiel from FORSCOM through the installation MSE.

(2) Mission Support Element (MSE) G-4. A FORSCOM table of distribution and allowances (TDA) element providing seamless and continuous designated Title 10 materiel management support to units progressing through ARFORGEN in support of the Senior Commander and his staff. An MSE owns property book asset visibility and disposition management for installations and coordinates with both FORSCOM and Army Sustainment Command (ASC) elements to execute their materiel management mission. The MSE focuses primarily on the Senior Commander's mission requirements and responsibilities.

(3) Expeditionary Sustainment Command (ESC). The ESC, normally attached to a Theater Sustainment Command (TSC), provides command and control for attached units in an area of operation as defined by the TSC. The ESC serves as a forward deployed element of a TSC and will employ sustainment brigades in an operational-level role to execute sustainment operations. The ESC provides a rapidly deployable, regionally focused, command, control and synchronization capability, mirroring on a smaller scale, the organizational structure of the TSC. The ESC plans and executes sustainment, distribution, theater opening and reception, staging, and onward movement for Army forces in full spectrum operations. The ESC also oversees sustainment operations IAW TSC plans, policies, programs and mission guidance. There is no doctrine regarding the number of supply brigades (SBs) an ESC can C2 – it is mission-dependent, although it is usually five. In CONUS, the 3d and 13th ESCs are FORSCOM's senior active component (AC) logistics commands. FORSCOM does not have a TSC assigned, but is working with the ASC to fill the role of FORSCOM's CONUS-based TSC. ECSs provide FORSCOM units with planning, preparing, and limited execution of materiel management (MM) functions within an assigned region. Under leveraging sustainment organizations in CONUS (LSOC), the two CONUS AC ESCs are assigned a region (area of operation) for coordinating authority coverage. Figure 3-1 provides a map illustrating the two regions under the LSOC plan. An ESC can perform MM for all classes of supply except Class VIII (Medical) and Class X

(Commercial/Civilian Items). ESC commanders and their staffs can also provide mentoring, advising and training advice to SBs, combat sustainment support brigades (SSBs), and other MM personnel. The LSOC goal is to establish a formal role for the ESC headquarters to provide an additional depth of leadership coverage beyond formal C2 relationships in the sustainment structure for combat service support (CSS) units. Repeated deployments have provided the 3d and 13th ESCs with extensive combat staff experience with sustainment task organizations and logistics tactical training plans capability and experience, which Senior Commanders can leverage to help prepare their units for both Contingency Expeditionary Force (CEF) and Deployment Expeditionary Force (DEF) missions.

(4) Sustainment Brigade (SB). The SB is a multifunctional organization tailored and task organized to provide support to a division, multiple brigade-sized and smaller units using attached subordinate battalions and companies to perform specific sustainment functions. The doctrinal mission of an SB is to provide command and control for all subordinate units and sustainment in an area of operations as defined by the ESC and/or TSC. The SB plans and executes MM and distribution guidance from the TSC and/or ESC. The SB coordinates with the TSC and/or ESC materiel managers for asset management, visibility and distribution to support divisions, brigades or other units in the assigned area of responsibility. Capabilities include managing materiel, conducting distribution, acquiring contingency contracting support and providing supply, field services, maintenance and transportation support. The SB can provide Sustainment Automation Support Management Operations (SASMO) support by providing data automation and customer support in sustaining and operating the logistics information system (LIS), including all software, limited hardware, user owned communication devices and new equipment fielding. In CONUS, the SB can execute, manage, synchronize, and monitor installation MM operations. It is capable of providing command and control and technical supervision in all logistical functional areas. The SB performs logistical mission analysis and provides input to logistical plans, concepts of support and service support annexes, and executes MM for all classes of supply. The SB can doctrinally C2 three to seven CSSBs.

(5) CSSB. The CSSB is a tailored, multifunctional logistics organization consisting of functional companies, platoons, detachments and teams providing supplies, ammunition, fuel, water, transportation, cargo transfer, maintenance, field services and human resource management. The CSSB works through the SB in concert with the TSC and/or ESC for logistics operations to effectively support the maneuver commander. CSSBs are the "building blocks" for an SB. The CSSB mission is to provide command and control for organic and attached units, training and readiness oversight, technical advice, equipment recovery and mobilization assistance to supported units. The CSSB provides the link between the Brigade Support Battalion (BSB) and the higher level echelon above brigade sustainment force. The CSSB can provide back-up support to the BSB with maintenance, transportation and other logistical support on request. The CSSB, by doctrine, can C2 five to seven subordinate functional sustainment companies. In CONUS, the CSSB serves as a command and control element and executes logistics support on an installation. The CSSB can provide all classes of supply, except Class VIII, and provide field services depending on its assigned companies.

(6) BSB. The BSB is an organic unit of the Brigade Combat Team (BCT) with the mission to plan, prepare and execute logistics operations in support of the BCT. The BSB is the BCT core of sustainment and consists of functional and multifunctional support companies. The BSB will provide supplies and services required by supported units as required by the mission. This would include distribution to a battalion-level distribution point, or down to a company or platoon. The BSB can be reinforced by the CSSB.

b. Figure 3-1 shows the transition of MM functions from one sustainment organization to another as they move through the ARFORGEN process (deployment and/or redeployment) and handoff or reassume their MM responsibilities.

FT HOOD FUNCTIONS	ALL UNITS AT HS					ESC DEPLOYED				SB DEPLOYED				CSSB DEPLOYED				ALL DEPLOYED	
	AFSBn	ESC	SB	CSSB	MSE	AFSBn	SB	CSSB	MSE	AFSBn	ESC	CSSB	MSE	AFSBn	ESC	SB	MSE	AFSBn	MSE
MATERIEL READINESS		X					X				X								X
SUPPLY MANAGEMENT			X				X				X					X		X	
ASL MANAGEMENT			X				X				X					X		X	
SARSS-2A MANAGEMENT			X				X				X					X		X	
SARSS-2A CUST ASST			X				X				X					X		X	
LOGISTICS AUTOMATION					X				X			X					X		X
ASSET VISIBILITY					X				X			X					X		X
PROPERTY BOOK	X					X				X				X				X	
MUNITIONS		X					X				X			X					X
MOBILITY		X					X				X				X			X	
EXCHANGE PRICING					X				X			X					X		X
SASMO			X				X					X				X		X	

Note:
The "X" illustrates where lead responsibility for each function is during different scenarios. Sustainment units begin assuming their CONUS MM mission at R+90 and will begin handing off this mission at D-120.

Figure 3-1. Transition of materiel management (MM) functions
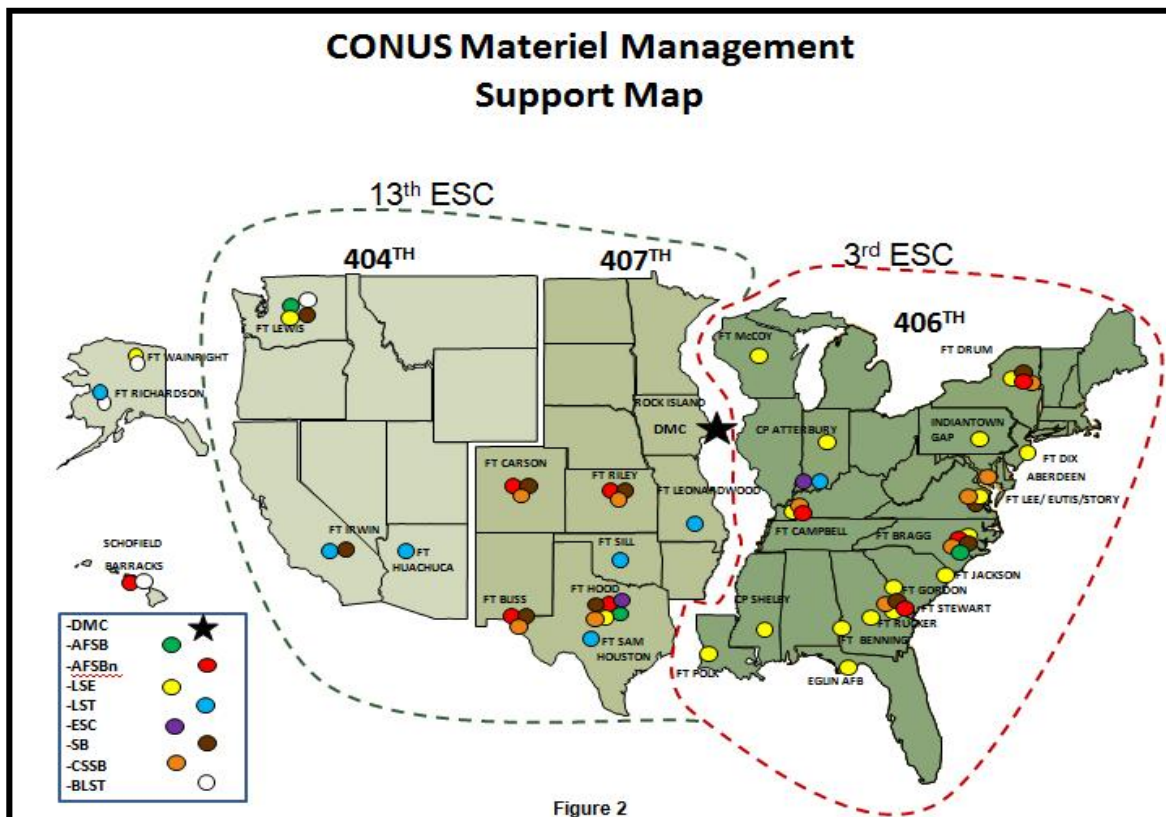
**Figure 3-2. Continental United States (CONUS)
materiel management (MM) support map**

c. MM Strategic Partner AMC and ASC. The logistics component of the ARFORGEN process depends on effective and efficient MM. Figure 3-2 shows the garrison plan for CONUS sustainment support. Composition of sustainment organizations providing these services varies by installation and is constantly changing as sustainment units rotate through ARFORGEN phases. This rotation means responsibility for MM tasks is constantly transferring from one organization to another. Depending on combatant command demand, ESCs, SBs, or CSSBs may deploy with or without their habitual units and, conversely, their habitual units may deploy separately from their habitual higher headquarters. This process can leave ESCs, SBs and CSSBs without their habitual units to support CONUS MM missions. To address this situation, AMC and their field command, ASC, established an installation capability to fill these gaps. This capability consists of sustainment organizations such as Army Field Support Brigades (AFSBs), Army Field Support Battalions (AFSBns), Logistics Support Elements (LSEs), Brigade Logistics Support Teams (BLSTs) and Logistical Support Teams (LSTs).

d. Logistics Information Systems (LIS).

(1) Property Book Unit Supply - Enhanced (PBUSE): A LIS system used to provide property accountability functions including hand receipts, lateral transfers, and requests for supply, document register maintenance, unit load management and asset visibility. PBUSE is located at both unit supply and property book officer (PBO) level (brigade or battalion, depending on where the PBO is located). PBUSE is web-enabled, allowing access by other organizations; including Corps and or Division G-4. We are currently fielding PBUSE Automatic Identification Technology (AIT) which provides users the ability to read PBUSE barcodes or item unit identification (IUID) marks to add or remove items from a property book or to conduct inventories.

(2) Standard Army Retail Supply System (SARSS): Provides stock control and supply management and provides supply-related data to the Army logistics information warehouse (LIW). SARSS supports accountability, requisition, storage, issue and management of supply classes II, III Package, IV, VII and IX. SARSS-1 (retail) is located at the SSA and SARSS-2A / B (MM) is located in the Support Operations SPO section of the SB, ESC, and Distribution Management Center DMC.

(3) Standard Army Ammunition System-Modified (SAAS-MOD): A multi-level automated ammunition management, reporting and accounting system that automates all retail Class V management life-cycle functions. Each BCT is authorized an Ammunition Transfer and Holding Point (ATHP) section usually located in the support company which has the Standard Army Ammunition Systems Modernization (SAAS-MOD) authorization.

4) Standard Army Maintenance System - Enhanced (SAMS-1E and SAMS-2E): SAMS-1E is an automated maintenance management system used at field level maintenance. The system automates work order registration, inventory control, work order parts and requisitioning. SAMS-1E will also be used by MTOE Medical Maintenance units. It provides completed work order data to the logistics support activity for equipment performance analysis, and provides equipment status data used for readiness reporting. SAMS-2E is used by battalions and above: it collects, stores, and retrieves information from SAMS-1E and provides MM information to the command and the U.S. Army Logistics Support Office (LOGSA). SAMS-1E is located at the unit motor pool or source of repair (SOR) and SAMS-2E is located at the battalion or parent unit. Since DOL is operational control (OPCON) to the AFSBn, SAMS-1E will also be located at the AFSBn.

(5) Unit Level Logistics System–Aviation (Enhanced) (ULLS-A E**):** An automated system operated by flight company crew chiefs and field level aviation maintenance personnel to track PMCS, on-hand shop stock listing (SSL) usage and the Army Maintenance Management System Aviation functions. Components of this system are located at all levels of the Combat Aviation Brigade (CAB).

(6) Force and Asset Search Tool (FAAST): A management application providing total asset visibility (AV) of on-hand assets and management tools and/or reports. FAAST assists in managing all Class VII assets with lateral redistribution capability. It also provides current maintenance readiness status of LBE, MTOE required, authorized and on-hand data, and Department of Defense (DoD) activity address code (DODAAC) validation. FAAST is used extensively as a deployment planner, enabling managers at all levels to make deployment, readiness and equipping decisions based

on AV of rear, forward and theater provided equipment (TPE). FAAST is a web-based application that can be accessed from any internet provider with an approved logon and password. Although FAAST is not a standard Army multi-command management information system (STAMIS), it is a sanctioned FORSCOM application and a registered Army Portfolio Management System (APMS).

(7) Tying future LIS systems together will be the job of the Global Combat Support System – Army (GCSS-Army). GCSS-Army will be a single system for the performance and management of supply, maintenance, property, ammunition and tactical financials using an enterprise resource planning solution. GCSS-Army will replace the existing suite of legacy LIS, including SARSS, SAMS - E, PBUSE, ULLS – AE and SAAS-MOD. GCSS-Army will be a full deployment currently scheduled for release in third quarter fiscal year 12 with full fielding to Army units beginning first quarter fiscal year 13.
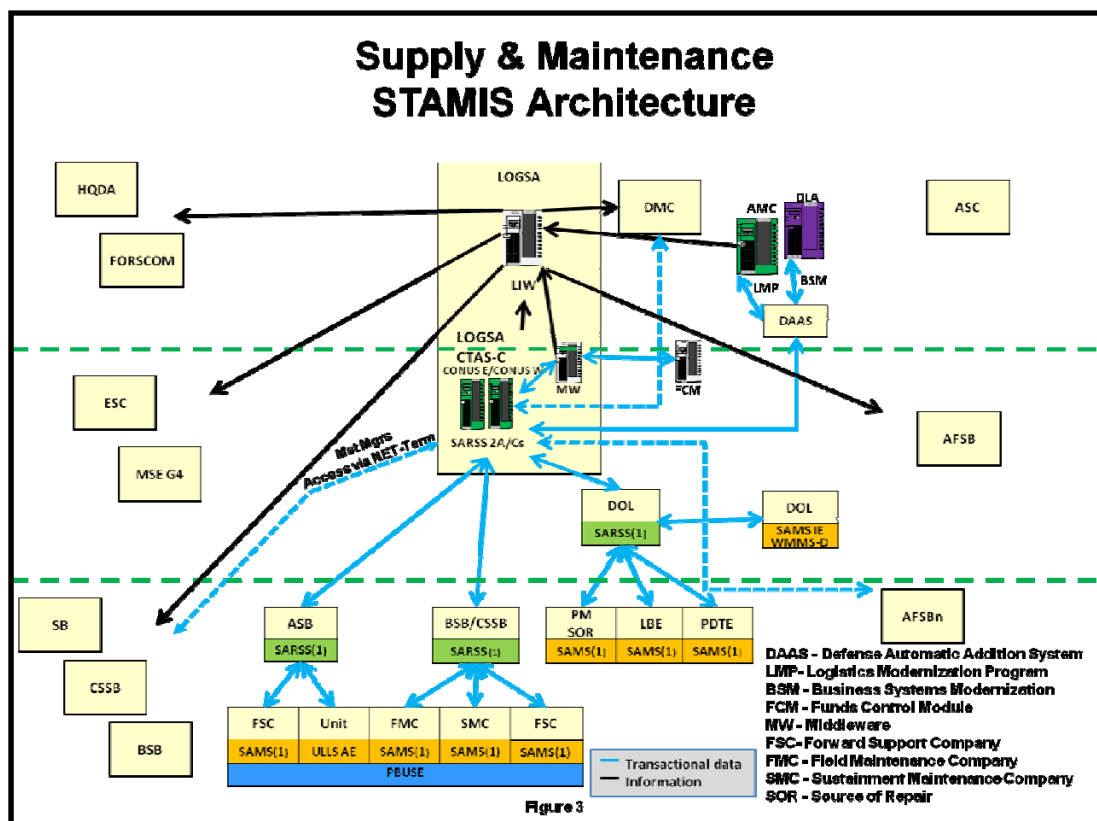
Figure 3-3. Supply and maintenance structure

3-9. Pass back level maintenance capability on Fort Hood

a. Army Field Support Brigade (AFSB): Executes materiel enterprise functions for ASC and provides integrated and synchronized acquisition, logistics and technology support in its area of responsibility (AOR). Its missions include logistics civil augmentation program (LOGCAP), reset, left behind equipment (LBE), pre-deployment training equipment (PDTE), the logistics assistance program, Army pre-positioned stocks and integrating and implementing the DOL realignment to ASC. Key AFSB subordinate elements are AFSBns and LSEs.

b. Army Field Sustainment Battalion (AFSBn): Not every installation has an AFSBn, but all installations are supported by one via LSEs, BLSTs or LSTs (see paragraph 3-9d). They are assigned to the AFSB and provide synchronized acquisition, logistics and technology support, and DOL management in their AOR.

c. Installation DOL: DOL is critical to materiel enterprise operations supporting units on each installation and providing support as needed on an area basis. DOLs provide supplies and services across the logistic functional areas of maintenance, supply, ammunition, and transportation. DOLs are critical enablers to several ARFORGEN processes and programs including, but not limited to, Pre-Deployment Training Equipment (PDTE), LBE, Reset and pass back support to Army Service Component Command (ASCC) units. DOLs operate across service spectrums providing supply and maintenance support, both contingency and training ammunition, all installation transportation functions to include deployment support, personal property, official soldier travel and non-tactical vehicle management, supply support to include installation supply support activities, central issue and central initial issue facilities and installation property book support to all tenant units. DOLs support all Army units from FORSCOM and tactical and/or operational units to generate force units of materiel and training commands. C2 of the DOL is transitioning from IMCOM to ASC. Currently the DOL is OPCON to the AFSBn and C2 transition will complete by the end of fiscal year 13.

d. Logistics Support Element (LSE): A flexible, multifunctional TDA organization consisting of military and civilian personnel. The LSE supports the Corps and/or Division Headquarters and represents the AFSBn if one is not located on an installation. The LSE provides supply and maintenance technical support. LSEs vary from two to 20 personnel, including contractors.

e. Defense Logistics Agency (DLA): DLA is DoD's primary strategic-level logistics provider with the mission to provide a variety of logistics support to the military. DLA is responsible for sourcing and providing most repair parts and virtually all fuel and troop support consumable items used by U.S. forces worldwide. DLA provides a broad array of supporting supply chain management services including storage and distribution, reutilization or disposal of surplus military assets, managing defense strategic materials, document services, and providing catalogs and other logistics information. DLA works closely with the TSC and/or ESC and SBs and has the capability of providing a forward presence in the operational area via DLA contingency support teams (DCSTs). Specific DLA missions include intensive management of parts support for the mine resistant ambush protected (MRAP) and MRAP all terrain vehicles (M-ATV) as well as subsistence, clothing, medical supplies, and construction and barrier materiel in theater.

Chapter 4
Maintenance Management

4-1. Material management (MM)
MM is the supervision of supplies and equipment, including determining requirements, procurement, cataloging, ordering, reconciliation, overhaul and disposal of materiel.   It also includes managing on-hand stocks (ASL and SSL) as well as the retrograde and redistribution of materiel. On the installation, MM also includes life support (food, fuel, water and clothing), Reset activities, repair parts, maintenance, equipping, and management of these functions through the Army LIS. Each function consists of many tasks performed by different sustainment organizations. The goal for this regulation is to make MM more understandable and executable.

4-2. Standard Army maintenance system-level 1 enhanced (SAMS-1E)
SAMS-1E automates the request and receipt of Class IX repair parts, SSL and the Army Maintenance Management system (TAMMS) functions. This system helps to achieve improved material readiness through these and other automated processes. SAMS-1E provides Army Material Status System (AMSS) unit readiness review at any time. SAMS-1E has expanded and improved capabilities to interface with higher sources of supply and maintenance.

   a. Security in SAMS-1E is based on a two-step process: each user must be able to log on to the system, then have specific permission or access to do SAMS-1E actions. Simple definitions follow:

   (1) User: a person that uses the SAMS-1E system.

   (2) Menu access-set SAMS-1E user permission: permission can be set for a group or user.

   (3) Group: one or more users with the same access. Two standard groups are:

   (a) Administrator – System Administrator: can do security and utilities.

   (b) SBET: stay behind equipment transfer.

   b. SAMS-1E System Administrator. The commander will appoint the SAMS-1E system administrator in writing. The system administrator must be certified IAW Chapter 5 of this regulation. The system administrator is responsible for:

   (1) Controlling access to SAMS-1E processes by assigning logins, passwords, and specific access privileges for groups and users.

   (2) Ensuring SAMS-1E SOP is current and operating procedures are followed.

   (3) Maintaining a back-up copy of logins and passwords in a safe place.

   (4) Ensuring system data files are backed up daily and data files are backed up before each software change package (SCP) is installed.

   (5) Ensure the system is operating on the most current SCP.

   c. SAMS-1E User (clerk). The user is appointed in writing by the commander and will normally be the TAMMS and SSL clerk. All SAMS-1E clerks will be certified IAW Chapter 5 of this regulation. The SAMS-1E clerk is responsible for spending the unit's CL IX funds, and maintaining TAMMS records and therefore, must be chosen carefully. SAMS-1E user responsibilities are:

   (1)   Operate SAMS-1E IAW the SAMS-1E end users manual (EUM).

(2) Perform daily backups of the data files, maintaining at least five previous days of back-up data.

(3) Submit daily transactions by file transfer protocol (FTP) or diskette (after the commander has approved and reviewed) by the established cut-off times to supply and maintenance units every duty day, then process status received back from the SSA.

(4) Perform daily preventive maintenance IAW the EUM and report problems to the SAMS-1E system administrator.

(5) Maintain all diskettes and load, supply and maintenance status back diskettes, and catalog updates as soon as possible after receipt.

(6) Perform SAMS-1E processes and reports IAW EUM, AISM-25-L21-AHO-ZZZ-EM, and the unit SOP

(7) Submit the unit monthly man-hour utilization report to the supporting SAMS-2E. Submit on the last working day of each month.

4-3. Army materiel status system (AMSS) reporting

a.   AMSS is a subsystem of the SAMS-1E and ULLS-A (E). It collects, calculates, and reports materiel readiness data for ground, missile, and aviation equipment in Army units.   AR 700-138 (Army Logistics Readiness and Sustainability) prescribes policies and procedures for collecting and reporting materiel status of Army equipment. The LIW Web site is the official place to acquire the maintenance master data file (MMDF). The MMDF identifies equipment that is readiness reportable and provides configurations for systems and associated subsystems. The AMSS report period begins on the 16th of the month through the 15th of the following month. Find the LIW Web site at *https://liw.logsa.army.mil/index.cfm?fuseaction=login.main*.

(1) SAMS-1E Preparation: Maintenance Control Officers MCOs, Maintenance Control Technician(MCTs), and commanders must ensure to identify with the most current MMDF, MTOE and property book all reportable end items, systems and subsystems, missile systems and subsystems and aviation system and subsystems, then setup unit authorizations once all equipment is identified. Unit SAMS-1E clerks will enter all reportable equipment into the SAMS-1E equipment management file correctly, to include subsystem configurations, substitute lines and in-lieu-of lines. The MCO, MCT and commander will verify that current software change packet (SCP), and MMDF are loaded in the SAMS-1E computer. AMSS will automatically track maintenance and supply actions for all equipment in the database. SAMS-1E clerks must enter maintenance faults and status update diskettes daily. The MCO, MCT and commander will verify header data on the AMSS reports (unit, unit identification code [UIC], date, and report period) prior to running the daily and monthly reporting processes. Meticulous attention to detail in these areas will ensure accurate readiness reporting up to the LOGSA level.

(2) Ensure the current MMDF is loaded into the SAMS-1E computer. The MMDF is provided by the unit supporting SAMS-2E computer. LIW updates the MMDF quarterly.

b. AMSS end of report period process:

(1) Prior to beginning the AMSS end of report period process, run a complete database back-up of each company SAMS-1E system. Store this disk until the next reporting period in case the process and information needs to be reproduced.

(2) Produce company, troop, and/or battery AMSS reports IAW SAMS-1E EUM and the battalion's SOP

(3) Produce a "send AMSS trans to higher level" diskette for each computer in the battalion, including the computer that subsequently will consolidate the battalion-level AMSS reports. Separate companies with an "AA" UIC do not perform this process.

(4) Designate and configure a company SAMS-1E computer to represent the battalion and receive AMSS diskettes from lower level. To configure the computer for battalion-level reporting, set the battalion indicator switch to "yes." Configure a computer in this manner only as necessary to prepare battalion roll up reports or the battalion End of Report Period report. Separate companies with an "AA" UIC will not perform this process.

(5) Produce Battalion AMSS Roll Up reports IAW SAMS-1E EUM, MSC policy and unit SOP.

(6) Run the End of Report Period process at Battalion and Separate Company levels. Do not perform this process before the 16th of the month. This process generates the AWAME130.DAT diskette and the AWCAP131.DAT diskette. Turn in the AWAME130.DAT diskette IAW MSC policy.

(7) After verifying the accuracy of the battalion end of report period, return the battalion box to a company configuration: set the battalion indicator switch back to "N" to indicate "no" and prepare all company computers for the new reporting period by running the End of Report Period process on each box, to include the battalion box after changing the battalion indicator back to "N." This process will also produce an AWAME130.DAT and AWCAP131.DAT diskette. Label and file the company diskettes IAW the battalion SOP. *Note:* The battalion "AA" UIC will retain a copy of the battalion reports as well.

(8) LOGOFF the computer and LOGON the computer to initiate the purge sequence. The system purges all closed faults and closed work requests from data files at this time.

4-4. Preventive maintenance checks and services (PMCS)

a. PMCS for aviation. The PMCS, as a system, includes all checks and services performed by the operator or crew and field maintenance personnel: together they comprise unit level of maintenance. PMCS is performed to identify and correct faults and ensure equipment is ready to perform all assigned missions. Unit commanders and maintenance managers must develop a PMCS program as a unified effort of operators and crews and field maintenance.

b. PMCS program elements. As a minimum, a well-organized PMCS program should include:

(1) The commander's commitment to the enforcement of published guidance on the proper performance of PMCS by the operator or crew and field maintenance personnel.

(2) A training program that results in leaders, supervisors, operators or crews, and maintenance personnel being fully qualified and dedicated to performing or supervising PMCS tasks correctly.

(3) Sufficient time blocked in the unit's training schedule specifically for the performance of operator or crew PMCS weekly.

(4) Sufficient time blocked in the unit's training schedule specifically for the performance of field level maintenance PMCS (-20 level scheduled services) based on time estimates provided by the maintenance officer and/or NCOIC.

(5) As few as possible unscheduled distractions that take equipment operators or crews, maintenance personnel, supervisors, and leaders away during scheduled PMCS periods.

(6) The establishment of strict quality assurance or quality control procedures for repairs and scheduled services.

(7) All special tools, TMDE, lubricants, and publications on hand to accomplish any PMCS task required by the applicable TMs at the unit level.

(8) Proper PMCS performance by the equipment operators or crews to ensure the early detection of faults and maintenance requirements.

(9) Ensure the PMCS program includes weapons, communication equipment, CBRN equipment, night vision devices and all other low density equipment.

c. Operator and crew-level PMCS. The cornerstone of unit-level maintenance is the operator or crew properly performing PMCS using the applicable TM -10 series. Operator- or crew-level includes before, during, and after operation PMCS, and weekly and monthly PMCS.

(1) Operators or crews will make every effort possible to perform on-the-spot corrections of faults detected during PMCS.

(2) Operator- or crew-level weekly and monthly PMCS must be annotated on the unit's training schedule. The operator or crew must perform a before, during, and after operations PMCS to correctly perform a weekly or monthly PMCS.

(3) Only SAMS-1E generated forms and records will be used to record the conduct of PMCS.

(4) Leaders and first line supervisors will ensure that operators or crews use current - 10 manual(s).

(5) First line supervisors will review the DA Form 5988-E (and continuation sheets, when used) to verify all PMCS entries for correctness, accuracy, and proper status symbol utilization. They will place their signature and rank on the form below the operator's signature block. The DA Form 5988-E will then be reviewed by the section or platoon leader who will forward it to the maintenance section for appropriate action.

(6) Leaders and first line supervisors will perform follow-up actions on all DA Forms 5988-E for equipment under their control, as a minimum, during weekly PMCS periods, such as Command Maintenance Day.

(7) The items to be checked in the PMCS tables are the minimum essential requirements. Operator manuals contain a wealth of additional operation, maintenance, and safety information. In addition, AR 385-10 (The Army Safety Program), and other published safety messages, must be followed when performing PMCS.

d. Unit Level PMCS. Unit mechanics use both the -10, -20 and -24 TMs. TMs -20 and -24 series PMCS tables are used to perform scheduled services that sustain and extend the combat capable time of the equipment.

4-5. Scheduled services

a. General. Proper use, care, handling, and conservation of materiel IAW applicable publications is mandatory IAW AR 750-1, Chapter 3. One of the primary tools available to fulfill this requirement is scheduled service. Scheduled services are performed by the organizational mechanics with the assistance of the equipment's operator or crew.

b. Service scheduling.

(1) All equipment services must be performed within the scheduled service interval IAW the applicable TM.

(2) Units may not always be able to perform a service when scheduled, so DA Pam 750-8 allows a 10 percent variance before or after the schedule of days, miles, kilometers, or hours. Some services may be too critical to allow a variance. Equipment TMs state whether or not a variance is allowed.

(3) Commanders may schedule services by section, platoon, or any other way that complements the performance of the unit mission.

(4) Scheduled services will be annotated on the unit-training schedule.

c. Service performance.

(1) Equipment scheduled for service will have all operators level PMCS performed, and the equipment thoroughly cleaned by the equipment's operator or crew prior to the start of the service. The operator or crew must be present during the service to assist organizational mechanic(s). Equipment will meet the 10/20 maintenance standard upon completion of service.

(2) All equipment faults (both shortcomings and deficiencies) will be corrected during service or, if above unit level by the maintenance allocation chart (MAC), job ordered to the supporting field or pass back maintenance activity.

(3) Deferred maintenance will be completed during service.

(4) Commanders will ensure adequate supplies are on hand prior to the performance of scheduled service (e.g., filters, lubricants, shop towels, rags, tools and special tools, and TMDE).

(5) Leaders are responsible for conduct and completion of scheduled services. Equipment operators or crews will assist organizational mechanics in service performance.

d. Quality assurance and quality control (QA/QC) is an essential element of an effective scheduled service program. It must be fully integrated throughout the service, not just something performed when the service has been completed. Strict QA and QC procedures must be established to ensure the proper completion of scheduled services.

(1) Commanders will establish a QA and QC system consisting of qualified NCO(s) appointed in writing as QA and QC inspectors. The QA and QC inspector will ensure services are conducted properly IAW the equipment TM. QA and QC inspectors will not be the same Soldiers who performed the service.

(2) The QA and QC will use the vehicle and/or equipment's -10/-20 DA Forms 5988-E and most current TMs or manuals to verify service completeness and all faults found were properly repaired.

e. Service records. Service records will be maintained on each piece of on hand equipment requiring a scheduled service. These service records will be maintained on file until the next schedule service is performed. The following items will be included in the service record:

(1) Copy of the operator (-10) DA Form 5988-E identifying the type of service (i.e., D, W, M, or Q). The original must be returned to SAMS-1E clerk.

(2) Copy of the field level (-20) DA Form 5988-E identifying the type of service (i.e., Q, S, A, or B) for the last service completed. The original must be returned to SAMS-1E clerk.

(3) Copy of the QA and QC DA Forms 5988-E used to verify completeness and correction of all faults. The original must be returned to SAMS-1E clerk.

(4) Copy of the completed DA Form 5988-E from the SAMS-1E computer with all corrections made.

(5) Copy of the closed out final road test dispatch DA Form 5987-E. The original must be returned to SAMS-1E clerk.

(6) Copy of the closed out DA Form 2407-E, used to capture man-hours.

4-6.   Low-usage program
a. Services for equipment that have accumulated or are anticipated to accumulate less than a specific mileage, kilometers, or hours may have field level (-20) services extended.

b. All service and lubrication tasks in the equipment's -20 TMs/LOs must be performed before the equipment is placed in low usage status. Date, miles, kilometers or hours when the equipment was placed into low usage status will be entered on the DA Form 5988-E.

c. Equipment that exceeds specified criteria at any time during the year will be immediately returned to scheduled servicing at normal TM and/or LO intervals, from the date and usage data entered in the DA Form 5988-E.

d. Servicing, evaluation and exercising of recoil mechanisms and gun tubes will be done per applicable TBs and TMs.

e. Communications and other subsystems mounted on equipment in low usage status will be serviced when the primary system is serviced.

f. Low usage equipment service standards do not apply to armament subsystems, equilibrating systems, fire control, sighting components of combat vehicles and missile systems, and air traffic control equipment or equipment under warranty.

g. Operator or crew level (-10) maintenance intervals in TMs and/or LOs will not be changed to low usage.

h. The AOAP schedule will not be extended.

i. Specific criteria for equipment being placed in a low usage status are:

(1) Tactical vehicles and all trailers that have accumulated or are anticipated to accumulate less than 3,000 miles (4800 km) in the current year.

(2) Combat vehicles (except armament, equilibrating systems, fire control, and sighting components), missile systems (except fire control and sighting components), material handling equipment, and construction equipment anticipated to accumulate less than 75 hours in the current year.

(3) Generators, pumps, air compressors, support equipment (reverse osmosis purification unit(s) [ROWPU], bath units, etc.), watercraft, rail equipment, power driven CBRN equipment, engine driven heaters, and air conditioners anticipated to accumulate less than 75 hours in the current year.

(4) Communication equipment in communication shelters anticipated accumulating less than 75 hours of operation in the current year. All remaining communications

equipment such as ground and vehicle mounted radios; switchboards, etc. will be serviced annually if they are anticipated to accumulate less than 75 hours of operation in the current year. Hours of operation are estimates only, and are not intended to be formally tracked.

(5) Non-power driven CBRNe equipment anticipated to accumulate less than 75 hours of operation in the current year.

(6) Tentage and canvas items, immersion heaters, field ranges and space heaters or stoves not used, will be erected or put up annually.

(7) Small arms and crew served weapons such as machine guns, mortars, etc., maintained in a humidity controlled area and not removed for any reason at any time during the year will be serviced annually.

j. All equipment, except items stated in paragraphs 4-6i(6) and 4-6i(7) above, will be inspected or exercised by operators semi-annually. Inspection or exercise will include:

(1) Ensure before through monthly PMCS is performed.

(2) Tactical, including trailers, and combat vehicles will be driven at least 8km to insure mission capability. Mounted radios will have PMCS before through monthly performed IAW the communication equipment operator's TM.

(3) Construction, engineer and material handling equipment, wreckers, and combat vehicles will be operated sufficiently to ensure hydraulic systems reach operating temperature and are mission capable.

(4) Generators, air compressors, support equipment, pumps, and power driven CBRN equipment will be operated for 30 minutes under load or one hour no load.

(5) Small arms and crew served weapons will be inspected, without leaving humidity-controlled rooms, for rust and corrosion. High humidity area inspections may be required more often.

(6) Visual inspections, to ensure lubricant is present on all lubrication points, will be performed by the operator or crew.

(7) Visual inspections will be performed by the operator or crew to identify, report, or remove any new corrosion.

k. Low usage criteria provide guidance, and does not relieve commanders of responsibilities of adequate equipment maintenance.

4-7. Tactical wheeled and trailer brake inspecting and testing
a. III Corps units will conduct wheeled vehicle and trailer brake inspections and testing annually, or after the repair or replacement of brake system components. The annual brake inspection or test will be performed in conjunction with the vehicle annual service schedule IAW the applicable TM.   This requirement applies to tactical wheeled vehicles HMMWV or larger and trailers 1-1/2 ton or larger. Unit level maintenance is responsible for conducting vehicle brake inspection or test and repair verification IAW the MAC and the vehicle –20 level TM.

b. III Corps ACofS, G-4 resolves issues relating to brake testing

4-8. Equipment dispatch procedures
Dispatching is the method by which commanders control use of equipment. However, allowing equipment to be used carries with it the responsibility for both equipment

and operator safety. Commanders must make sure that dispatching procedures are understood and followed.

a. The commander must appoint a responsible person to the duties of dispatcher. This individual must be on appointment orders to perform these duties and be SAMS-1E certified. The dispatcher is responsible for maintaining equipment record folders. The dispatcher will ensure the operator requesting dispatch has in his possession a valid and current DA Form 5984-E. The operator must have his or her DA Form 5984-E in possession at all times while operating the vehicle or equipment.

b. The unit motor sergeant will review the operator PMCS and have any faults corrected or repair parts ordered. He or she will also ensure there is no overdue service or oil sample. The motor sergeant will have the SAMS-1E clerk order any parts needed and update the DA Form 5988-E before equipment is dispatched

c. The first line supervisor will ensure that only properly licensed and trained operators conduct PMCS for dispatch. He or she also supervises and checks that the operator is performing PMCS properly. They will take the DA Form 5988-E to the unit motor sergeant for verification and repair if needed upon completion of PMCS.

d. Engine-driven equipment will be dispatched using DA Form 5987-E and DA Form 5982-E. Equipment being inspected as part of routine maintenance is not required to be dispatched unless that equipment leaves the motor pool.

e. Equipment not on an hour base maintenance program (such as chain saw, lawn mowers, etc) does not require a dispatch. However, operators must have a valid DA Form 5988-E to operate equipment and perform PMCS according to the operator TM.

f. Tactical vehicles, MHE and construction equipment. Before departing the motor pool area, the operator must perform a PMCS according to the operator's TM and have the following items in their possession:
(1) DA Form 5984-E.
(2) Equipment record folder with the following items included:
(a) DA Form 5987-E.
(b) DA Form 5988-E.
(c) Two copies of SF 91.
(d) Two copies of DD Form 518.
(e) Risk Assessment worksheet.
(3) First aid kit.
(4) Fire extinguisher, filled and properly sealed.
(5) Vehicle BII on hand, at a minimum tire changing tools.
(6) Chock block and drip pan.
(7) Highway warning kit.
(8) Keys to all locks on vehicle.

g. Special purpose equipment such as generators, air compressors, pumps, welding machines, and etc. Special purpose equipment may be placed on extended dispatch for a period of up to one week. Dispatch of this equipment is essential for accountability of maintenance hours. Prior to operation, operators must perform a PMCS according to the corresponding TM and will have the following items in their possession or with the equipment:
(1) DA Form 5984-E.
(2) Dispatch folder with current DA Form 5988-E.
(3) Operators TM.

(4) BII, to include grounding rods.

(5) Fire extinguisher, serviceable and properly sealed.

h. When a trailer is going to be used for a mission or field exercise, it must be listed in the remarks block of the prime mover dispatch. If the trailer will be towed by more than one vehicle, or not returning with the prime mover, it must have it own dispatch.

i. Equipment going to field maintenance for repair will be dispatched to and from the field maintenance facility on DA Form 5987-E and DA Form 5982-E. The exception is when the unit requesting field maintenance activity is located so the equipment will not leave the motor pool area, or area where equipment is maintained or stored.

4-9. Shop stock list (SSL) operations

a. A SSL will consist of unit maintenance repair parts that are demand and non-demand supported items.

b. Demand supported Items. Stockage criterion for SSL is six demands in a 180-day control period to add and three to retain.

(1) Parts must be essential, essentiality code (EC) "C," and have a maintenance use code of "O."

(2) Quantities of demand supported repair parts selected for addition or deletion will meet criteria prescribed in AR 710-2, paragraph 2-21a(1)(c).

c. Non-demand supported unit maintenance parts. Stockage of non-demand supported repair parts is limited to 15 lines approved by the unit commander.

(1) Parts must be EC "C" and have maintenance use code of "O."

(2) Initial stockage quantities of non-demand supported items will not be reduced for four full review periods. If not demand supported during that time, items will be deleted. Quantities may be increased after the first review period.

d. SSL diagnostic repair part stockage. Diagnostic repair parts are to be accounted for on SSL records for accountability purpose but are not part of the SSL.

e. Stockage level and replenishment: Units are not authorized more than 150 lines stockage in the unit SSL.

(1) US Army Aviation Unit Maintenance (AVUM) units are authorized a 300-line limit. AVUM units SSL may exceed 300 lines when the first General Officer in the chain of command or designated representative establishes a new upper SSL total-line in writing.

(2) SSL replenishment will be on an as-used basis. When requesting recoverable items (RC A, D, F, H, or L), an unserviceable like item must be turned in as prescribed in AR 710-2, paragraph 2-6e. Exceptions will be explained by a statement signed by the commander or responsible officer. For initial establishment of stocks and replenishment of stocks for SSL items, use a priority designator equivalent to an UND of "C." Priority designators equivalent to an UND"B" may be used to replenish that quantity issued that brought the line to zero balance. Exchange price items that are for establishment of the line must be ordered as a non-recurring demand to avoid paying a delta bill for other than repairable items, this quantity may exceed the quantity of one.

f. Demand analysis and Inventories. The SSL and related records will be kept in an area convenient to unitmaintenance operations. Commanders will ensure SSL is reviewed and inventoried quarterly and the results of the inventory documented and maintained until the next inventory is conducted. Adjustments will be made IAW

AR 735-5. Commanders may centrally locate the SSL for several subordinate units. However, stocks and records will be kept separately by unit.

(1) Unit SSL, at a minimum, is reviewed semi-annually using the demand analysis process from the SAMS-1E computer to determine possible additions, changes or deletions.

(2) Send a copy of the approved SSL, after any changes have been made, to the SSA for review. Changes to the unit SSL can be made by the SSA only when errors are found, such as incorrect stock numbers or unauthorized repair parts. The SSA will inform the unit if any errors are found in the list. Correct any errors found by the SSA.

(3) An updated SSL listing will be filed using procedures from AR 25-400-2 (The Army Records Information Management System [ARIMS]). The unit commander must sign the last page of the listing to verify the authorized SSL.

g. Requesting supplies.

(1) Requesting supply procedures entails maintaining the document register, reconciliations, and requesting follow-up, cancellation, or modification of open requests.

(2) The uniform materiel movement and issue priority system (UMMIPS) provides the means for expressing the importance of a supply request. The PD is based on the requesting unit's force/activity designator (FAD) and the urgency of need designator (UND) of the supply request.

(3) UNDs are identified by the letters A, B, and C. Guidelines identified in DA Pam 710-2-1, paragraph 2-2b, will be used to determine the correct UND for supply requests.

(4) DA Pam 710-2-1, table 2-1 will be used to select the correct PD by relating the FAD and UND.

(5) Commanders are responsible for accurate assignment of PDs. The commander will either personally review or delegate in writing, on a memorandum or DA Form 1687, specific personnel the authority to review and certify requests before sending the request to the servicing SSA. The certifier will place their initials on the Commanders Exception Report for each request submitted prior to sending the request to the SSA. See DA Pam 710-2-1 paragraph 2-3 for guidance.

(6) Proper instruction for the use and computation of standard delivery dates (SDD) will be IAW DA Pam 710-2-1, paragraph 2-4.

(7) Proper instruction for the use and computation of required delivery dates (RDD) will be IAW DA Pam 710-2-1, paragraph 2-5.

(8) Not mission capable supply (NMCS) requests will only be for the quantity required to return the equipment to mission capable status.

(9) Use the PD relating to the UND A and the unit's FAD (I, II, or III).

(10) 999 will be entered for the RDD, if alerted for deployment within the next 30 days.

(11) For all other NMCS requests, enter "N" in the first position and the number of days within which the materiel is required in the second and third position for the RDD.

(12) Anticipated not mission capable supply (ANMCS) requests will be for the quantity required to return the equipment to mission capable status.

(13) Use the PD relating to the UND B and the units FAD (I, II, or III) and UND A in units having FAD IV or V.

(14) Enter "E" in the first position and the number of days within which the materiel is required in the second and third position for the RDD.

(15) Do not process a receipt in the SAMS-1E for items received on a walk-through: doing so will result in a double receipt.

(16) Prior to submitting requests to the SSA, all required repair parts annotated on DA Form 5988-E will be verified. Verification includes actual need, quantity, national stock number (NSN), and fault description code.

h. The document register is the record of document numbers assigned to supply documents. It serves as the suspense file for open supply transactions. The document register is kept by calendar or fiscal year. Use procedures in AR 25-400-2, for filing and extracting document registers.

i.   Supply status code explanations will be found in DA Pam 710-2-1, Appendix C.

(1) Supply status should be received on a daily basis.

(2) SSL clerks will take appropriate action for supply requests with adverse status.

j.   Follow-up procedures (DIC AF1 or AT-series), when used, will be followed as prescribed in DA Pam 710-2-1, paragraph 2-26.

k. Requesting an improved estimated delivery date (DIC AFC), though not mandatory, will follow the guidelines listed in DA Pam 710-2-1, paragraph 2-28.

l.   Cancellation procedures. Submit a cancellation when all or part of a quantity is longer needed.

(1) Process a request for cancellation (DIC AC1) on the SAMS-1E as soon as the request or a specific quantity is no longer required.

(2) Follow-up on a cancellation request (DIC AK1), though not mandatory, will not be submitted until 14 calendar days since a cancellation request was submitted and supply or shipment status has not been received.

m. A request modifier (DIC AM-series) is used to modify previously submitted requests. A modification must be submitted when a unit's FAD or UND changes. Modifications are used only when it pertains to the entire quantity. DA Pam 710-2-1, paragraph 2-30a(1) provides details about what information can be modified.

n. Reconciliation and validation of supply requests. Performing reconciliation procedures improves readiness and sustainability. It also minimizes the expenditure of funds for un-needed requests.

(1) Each unit maintaining a document register will validate and reconcile its open requisitions meeting the standard Army validation and reconciliation (SAVAR) criteria at least once a month.

(2) The customer and SSA representative should perform a face-to-face, item-by-item validation and reconciliation quarterly.

(3) Any reconciliation accuracy rate falling below 95 percent requires a face-to-face reconciliation with the SSA.

(4) Failure to validate requisitions for two consecutive cycles may result in cancellation of the requisitions by the SSA.

(5) The reconciliation will be properly annotated and performed as required by DA Pam 710-2-1, paragraph 2-31i and 2-31j.

(6) One copy of the annotated list will be filed at the unit until the next list is received and processed. Return the second copy to the SSA prior to its suspense date. Unit commanders or designated representative will review and sign both copies of the reconciliation.

o. Receiving supplies: Authorization to request and receipt for supplies. On appointment, commanders or accountable officers will send a copy of assumption of

command orders or appointing memorandum to the SSA from which supplies are drawn.

    (1) DA Form 1687 is used to designate personnel as authorized representatives to request and sign for supplies.

    (2) Enough copies will be made to meet local needs and distributed to the SSA. The preparing unit will maintain a copy of the prepared DA Form 1687.

    (3) DA Forms 1687 need to be kept current. Follow procedures prescribed in DA Pam 710-2-1, paragraph 2-32f.

    p. Receipt documents. Supplies issued from the SSA are normally issued with an automated DD Form 1348-1.

    (1) The customer acknowledges receipt by signing his or her name, rank, Julian date, and quantity received in appropriate spaces provided.

    (2) Supplies will be inventoried and inspected prior to acknowledging receipt. An accurate count must be made. Only the customer will acknowledge that number.

    (3) Use procedures in AR 735-5 (Policies and Procedures for Property Accountability) and/or AR 735-11-2 (Reporting of Supply Discrepancies) for reporting and documenting discrepancies.

    (4) One copy will be retained by the unit to post receipts into the SAMS-1E.

    q. SSL clerks should attempt to pick up repair parts from there supporting SSA daily.

    (1) MROs will be used to post receipts to SAMS-1E.

    (2) Repair parts will be marked or tagged with the bumper number the request was ordered for, document number, and Julian date the repair part was receipted.

    (3) Repair parts will be stored in a secure location until such time they are issued to the operator, user, or mechanic.

    (4) SSL replenishment repair parts will be immediately stored in a designated location in the SSL storage area.

    r. Part received or not installed report. This report provides a listing of all repair parts received, but not installed. Review daily.

    (1) Determines when parts are not installed on equipment in a timely manner.

    (2) Compare report against DA Form 5988-E. If all parts have been received, the due-in quantity should be "0" on the DA Form 5988-E.

    (3) Compare the latest date completed with the current date of the listing.

    s. Issuing supplies. A sign out log will be used to track issuance of receipted repair parts to the operator, user, and/or mechanic. At a minimum, the log will show:

    (1) Equipment bumper number.

    (2) Document number.

    (3) Part nomenclature.

    (4) Recipient's name and signature (legible).

    t. Prior to the issuance of repair parts from the unit's SSL, the SSL clerk will update the quantity on-hand for that stock number in SAMS-1E, or process a request with that NSN, which will automatically issue the part and immediately assign a replenishment document number.

    u. Reparable management.

    (1) The SAMS-1E will produce a hard copy request and turn-in document when a reparable item is requested. When requesting recoverable items (RC,A,D,F,H, or L), an unserviceable like item must be turned in as prescribed in AR 710-2, paragraph 2-6e.

(2) The SSL clerk will be prompted by the SAMS-1E to select the method of turn-in for the recoverable item to the SSA. A statement signed by the commander or designated responsible officer will explain exceptions to immediate turn-in, initial issue, missing, and damaged items. If components are missing or the item is unserviceable due to other than FWT, follow the procedures in AR 735-5. The SAMS-1E will produce statements to meet these requirements.

v. Exchange price and reparable management. All Items with a recoverability code of A, D, F, H, L, and K will be tracked as part of the exchange price reparable management program. Items identified as Exchange Pricing (EP) will be intensively managed IAW FH Exchange Price OPORD PW 10-11-719

w. Excess management.

(1) Excess repair parts cause an unnecessary expenditure of unit funds.

(2) Excess management report. This report should be reviewed weekly from the SSL management process. This report provides a listing of SSL and non-stock records that have an excess quantity on-hand and/or due-in.

(3) Identifies items excess to unit authorizations and require cancellation or turn-in.

(4) Take immediate action to cancel or turn-in excess repair parts.

(5) Turn-in procedures will be performed IAW DA Pam 710-2-1, paragraph 3-7 using automated forms.

(6) The turn-in processing time objective is five days after the item is determined as excess. See AR 710-2, Table 1-1.

4-10. Maintenance of container express (CONEX) and demountable containers

Accountability and maintenance of Military-Owned Demountable Container MILVAN container equipment is contained in Fort Hood Regulation 750-17 (Accountability and Maintenance of MILVAN Equipment). The proponent for this regulation is DOL.

4-11. Maintenance of communications security (COMSEC) devices and material

COMSEC devices are addressed in Fort Hood Regulation 380-8 (Man Portable Air Defense Systems [MANPADS] Moving Target Simulator [MTS]). The proponent for this regulation is ACofS, G-2.

4-12. Maintenance of weapons

Maintenance of weapons, small arms and basic issue items part of each weapon system is governed by applicable TMs for each item. Scheduled services frequency and PMCS are also contained in these publications and will be strictly adhered too. Command emphasis on scheduled operator PMCS and periodic services are key ingredients to an effective maintenance program.   Weapons systems will be entered in SAMS-1E: services and maintenance actions will be documented and recorded using this system as primary means of tracking. SAMS-1E will also be used to produce DA Form 2407-E, and DA Form 5988-E.

4-13. Small arms repair parts shop stock and bench stock (BS)

a. Only personnel directly responsible for receiving, storing, issuing, repairing, and demilitarizing small arms repair parts will have physical access to it.

b. The unit armorer, field-level and sustainment shop stock (SS) clerk, and BS users will not requisition, repair, or store any small arms repair parts above their authorization

in order to remove, replace, or repair, as indicated by the source maintenance and recoverability codes contained in the parts manual from specific weapon(s).

c. The commander, supply supervisor, or respective designee will validate all small arms repair parts requisitions.

d. Units will not requisition small arms repair parts above the quantities set by the demand supported, approved, and authorized SSL stock levels, or the requisitioning objective (RO).

e. Excess small arms repair parts is not authorized unless it is excess due to the unit of issue packaging. Units must identify on hand SARP quantities above the RO and reduce by attrition over a period of one year.

f. Small arms repair parts coded pilferable (controlled inventory code [CIIC] "N") or sensitive (CIIC other than "U") will not be stored with other class IX assets. SARP must be stored in a separate container using a double lock system.

g. Pilferable or sensitive small arms repair parts must be inventoried quarterly by a disinterested person. The individual conducting the inventory will certify, in writing, that he or she completed the inventory and that all required adjustment actions were completed IAW AR 710-2 and AR 735-5. The unit or activity will retain a copy of the certification on file until the next Command Supply Discipline Program (CSDP) inspection. The unit may combine the small arms repair parts inventory and certification with other required Class VII sensitive item inventories.

h. SSL, BS clerks, and authorized stockage list (ASL) clerks must ensure personnel are authorized to receive SARP before issuing items. This must be done by checking DA Form 1687 for small arms repair parts, and determining whether the assigned maintenance use code (MUC) and maintenance repair code (MRC) authorizes use of the SARP at the requested level.

i. IAW AR 710-2, paragraphs 2-23k, no one individual will perform duties as material repairer and SSL clerk, BS clerk, or ASL clerk at the same time. This ensures personnel repairing material do not have physical access to small arms repair parts. A second person, either a BS clerk, SSL clerk, or ASL clerk, must issue small arms repair parts to the repairer.

j. Only small arms repair parts with CIIC "U" may be included on bench stocks.

k. Repair facilities and activities that requisition, store, and use small arms repair parts must meet all applicable security requirements for the storage of sensitive items, IAW AR 190-51 (Security of Unclassified Army Property [Sensitive and Non-Sensitive]). Commanders and supervisors should consult with local physical security specialists to assess whether facilities meet regulatory requirements.

l. Demilitarize small arms repair parts IAW the provisions of DoD Manual 4160.21-M. This manual requires a two-man rule: one person to demilitarize the repair part and a second person to certify in writing that the repair part was properly demilitarized. The two-man rule applies to demilitarization and disposal. Retain a copy of the certification with the turn-in document. Dispose of the certification in the same manner, and at the same time, as the turn-in document. Demilitarization of SARP is a DS and/or general support (GS) mission. Maintain unserviceable and/or pre-demilitarized parts with the same controls as serviceable parts.

m. Only depots are authorized to convert an M-16 to fully automatic. The item manager will ensure the unit or activity requesting the SARP is authorized. If the unit or activity is not authorized to request the repair part, the item manager will reject the

requisition and notify both his or her own commander or supervisor and the requesting unit or activity commander of the unauthorized SARP requisition.

n. Include small arms repair parts in the CSDP and check it at all levels.

o. The III Corps CSDP inspection team will check small arms repair parts during command inspections and CSDP inspections to ensure small arms repair parts are monitored.

p. The main points of small arms repair parts management are four-fold: accountability, responsibility, security, and common sense. After implementing necessary procedures to maintain accountability and security of small arms repair parts, make the commonsense test. Have you done anything that will impede or hamper the daily operations of your armorer and supply people? Have you kept your ease of daily operations, yet improved accountability and security of your small arms repair parts? Have you made any negative impact on readiness? How you answer these questions will determine any additional actions you may need to take.

4-14. Night vision devices (NVDs)
NVDs require unique scheduled services with specialized equipment that must be performed at 180-day intervals. High and/or low light resolution testing is performed at the field maintenance level to ensure the devices are operating at their optimum performance level. Along with operator level PMCS, all of these actions need be tracked and recorded via the unit SAMS-1E system. As with weapons, operator PMCS reinforced with command emphasis is key to an effective maintenance program.

4-15. Maintenance of tools sets, kits, and outfits (SKO)
a.   General. Sophisticated types of vehicles, equipment and weapon systems found in motor pools today cannot be maintained properly without the authorized tools and TMDE. Commanders, unit maintenance managers, and supervisors must ensure that all sets, kits, and outfits (SKO) and special tools such as small arms gages, torque wrenches and multi-meters are being used and maintained properly; properly accounted for; and promptly replaced when unserviceable or lost. Unit mechanics cannot be expected to properly troubleshoot, remove, or replace components unless the right tool is readily available and serviceable as called for in the equipment TM. Three types of tools commonly found at unit level are*:*

(1) Mechanic's tool kits that consist of common hand tools authorized by the unit TOE. These tool kits are based upon the number of mechanics authorized.

(2) Shop equipment, common and supplements, which contain tools and TMDE are issued from a tool room or vehicle.

(3) Equipment special tools required to perform unit level maintenance on specific equipment and listed in the applicable unit level repair parts TM. Maintenance managers must screen equipment –24 level parts manuals to obtain the NSNs for special tools. They must also ensure hand receipts are prepared to maintain accountability for these tools.

b. Tools:

(1) BII and COEI are those items issued with an end item. These items will be present with the equipment and are accountable. Those items necessary for the item to perform its mission will be with the item during operation (that is, grounding rods for generators and tire changing equipment with vehicles, etc.).

(2) Troop-installed and expendable consumable items will be limited to those items required to perform the unit's mission according to allocation charts in equipment organization TMs. The unit commander must approve discretionary items.

(3) Special tools are those tools prescribed by the equipment or field maintenance TM such as small arms gages, torque wrenches and multi-meters. Units should have these tools on hand to perform prescribed maintenance.

(4) Field maintenance tool sets are tool sets authorized by the table of organization and equipment (TOE). All units assigned these tool sets will:

(a) Perform tool room or crib procedures IAW DA Pam 710-2-1, paragraph 6-3.

(b) Establish a locator file to locate and prevent loss of time in locating tools for issue. Use a card file or visible file provided by PM sets, kits, outfits and tools (SKOT).

(c) Non-expendable tools issued for periods less than 24 hours will be individually issued and controlled using DA Form 5519-R or FH Form 550.

(d) Non-expendable tools will be issued on DA Form 3161 for periods longer than 24 hours but less than 30 days.

(e) DA Form 2062 will be used for tool issued for periods longer than 31 days. See DA Pam 710-2-1; paragraph 5-4 and 5-3 respectively.

c. Maintenance of hand tools. Hand tools will be maintained according to TM 9-243 (Use and Care of Hand Tools and Measuring Tools). PM-SKOT provides oversight of the life cycle for all SKOTs. The PM-SKOT Website at *https://pmskot.army.mil/* provides one stop service for life cycle management and rapid tool warranty or replacement.

d. All support equipment will be maintained IAW applicable publications, to include manufacturer's manual.

(1) Lifting devices. Lifting devices include forklift trucks; cranes; manual and motorized pallet jacks; hoists; wreckers; A-frames; slings; ropes; wire ropes; hooks; O-rings; pear rings; spreader bars or lifting clamps; beams; jacks; safety stands; and jack stands; and any other device thereof used to raise, lower, hold or position a load from one location or elevation to another.

(2) Inspecting, testing, identifying, marking (stenciling), and maintenance record keeping will be IAW TB 43-0142, TB 43-0516 (Safety Inspection and Operation of Stand, Vehicle Support) or applicable technical publications.

(3) Record "daily" and "before use" inspection results information, as outlined in TB 43-0142 and TB 43-0156, on DA Form 5988-E/DA Form 2404.

(4) Record "periodic" inspection results information, as outlined in TB 43-0142 and TB 43-0156, on a DA Form 5988-E/DA Form 2404.

(5) Record "test" results inspection information, as outlined in TB 43-0142.

e. Air compressors. Inspecting, testing, marking, and maintenance record keeping will be IAW TB 43-015.

f. Tire inflation hoses. Only a hose meeting the following criteria may be used to inflate pneumatic tires:

(1) A clip-on chuck.

(2) An in-line valve with a pressure gauge or a preset regulator.

(3) A sufficient length of hose between the clip-on chuck and the in-line valve (if one is used) to allow the person inflating the tire to stand outside the trajectory (minimum of 10 feet), recommend NSN 4910-00-441-8685.

g. Tire safety inflation cages.

(1) Only Occupational Safety and Health Administration (OSHA) approved restraining devices, commonly referred to as tire safety inflation cages or barriers, are to be used for inflation of tires mounted on multi-piece rim wheels and single piece rim wheels (recommend restraining device NSN: 4910-01-373-0267, with an overall height of 56 inches for most tactical tires, and NSN: 4910-00-025-0623, with an overall height of 86 and one-fourth inches for larger tires.) *Locally fabricated cages are not OSHA approved.*

(2) Tire safety inflation cages must be visually inspected prior to each day's use and after any separation of the rim wheel components or sudden release of contained air. Any tire safety inflation cage exhibiting damage such as the following defects shall be immediately removed from service:

(a) Crack at welds.

(b) Cracked or broken components.

(c) Bent or sprung components caused by mishandling, abuse, tire explosion, or rim wheel separation.

(d) Pitting of components due to corrosion.

(e) Other structural damage which could decrease its effectiveness.

(3) Restraining devices or barriers removed from service shall not be returned to service until they are repaired and inspected. Restraining devices or barriers requiring structural repair such as component replacement or welding shall not be returned to service until they are certified by either the manufacturer or a registered professional engineer as meeting the strength requirements of 29CFR 1910.177 (d)(3)(i).

4-16. Test, measurement, and diagnostic equipment (TMDE) program

a. All test sets and diagnostic equipment requiring calibration will receive calibration and repair support (C&RS) from the respective TSA in compliance with TB 43-180. If there is a question about the requirements for calibration, the TMDE support coordinator needs to contact the TSA to receive final verification. Operator or unit level maintenance will be completed IAW applicable publications.

b. Calibration and maintenance of TMDE. Safe and effective maintenance depends on accurate measurements, tests, and adjustments. Calibration of TMDE provides accuracy of test and measuring equipment to the National Bureau of Standards and Technology. Each level of maintenance will use specified TMDE to prevent unnecessary and costly repair parts. Some common maintenance items requiring calibration are: torque wrenches, multi-meters, and maintenance support device (MSD). General procedures and practices for storage and calibration of tools and maintenance support equipment are outlined in AR 750-43, DA Pam 750-8, TB 43-180, and TB 750-25 (Maintenance of Supplies and Equipment: Army Test, Measurement, and Diagnostic).

c. Requirements. AR 750-1, paragraph 6-44 outlines policies and procedures for units and activities. Medical units and activities will refer to AR 40-61. An installation TMDE support coordinator will be appointed by the IMMO to act as the central point of contact for TMDE matters concerning this installation. A TMDE support coordinator will be appointed in writing at each command level, from MSC to company

command level to ensure TMDE is identified and submitted to the supporting facility at the prescribed intervals. All units using TMDE will develop and execute a TMDE program IAW all applicable references, and will include an SOP which will be included in the unit maintenance SOP IAW DA Pam 750-3 within that program.

d. Support. All TMDE owners and users will do unit level maintenance on organic TMDE. Owners and users will get C&RS for general purpose and selected special purpose TMDE as identified in TB 43-180, as follows:

(1) Area TMDE support teams (ATSTs) are assigned to provide C&RS to divisions. The teams will be co-located with the division's support battalion.

(2) Non-divisional units, tenants, and TDA activities are supported by the Fort Hood TMDE support center.

(3) The Fort Hood TMDE support center and the divisional ATSTs will provide formal training to all TMDE support coordinators appointed within their respective subordinate units. This training will provide the necessary instruction to meet or exceed DA goals for TMDE and ensure unit coordinators have the knowledge to maintain TMDE programs.

e. TMDE integrated MM system (TIMMS) master listing. The TIMMS master listing shows TMDE items that owning units have reported to the supporting facility as being on hand and gives the status of those items. The installation TMDE support center (ITSC) provides distribution to the non-divisional units, tenants, and TDA activities. ATST team chiefs provide distribution to the divisional units.

(1) The TIMMS master listing advises the owning unit of equipment due calibration (projected) for a given calendar month. Items will be evacuated to the appropriate TSC/ATST prior to the calibration due dates.

(2) The TIMMS master listing advises the owning unit of delinquent equipment (overdue calibration). Remove these items from service immediately and evacuate to the appropriate TSC or ATST for calibration.

f. New items. New items or items not previously calibrated will not appear on the TIMMS master listing until they have received initial calibration. TMDE owners and users will submit these items to the supporting TSC or ATST with a completed DA FORM 2407 or DA 5988-E. The ATST team will provide the TMDE customer with a DA FORM 7372 as an equipment receipt.

4-17. Maintenance and inspection of pneumatic tires and inner tubes

a.   General. Operators must inspect tires regularly for excessive wear, foreign materials embedded in tread, proper inflation, and for the presence of valve caps to prevent dirt from entering the valve cores. Dual tires must be matched for longer life and to reduce differential and transfer case failures. Two-ply tires, without breaker strips or belts will not be retreaded. Emergency vehicles, both commercial and military (that is, fire trucks, ambulances, and military police vehicles), buses, M747 semitrailers M977 series heavy expanded mobility tactical trucks (HEMTT's) and any vehicle with a central tire inflation system will not be operated with retread tires. M911, M916, M920, M915, and M915A1, heavy hauler truck tractor vehicles will not be operated with retread tires on steering axles. POL trucks will not use retread tires on the steering axle. Retread tires will not be used on any axle of the M860A1 trailer or any large missile system and prime mover. Never mix radial ply tires with bias or belted tires.

b. Always use a tire safety inflation cage to inflate tires (single-piece and multi-piece rim wheels). Tires issued as an assembly must be turned in as assembly and will not be disassembled.

c. Inspection. Maintenance supervisors must be familiar with the inspection requirements of TM 9-2610-200-14 (Operators, Unit, Direct Support, and General Support Maintenance Manual for Care, Maintenance, Repair, and Inspection of Pneumatic Tires and Inner Tubes) to allow for unserviceable tires with sufficient tread remaining to be turned in for recapping, as outlined in AR 750-1, para 8-12.

d. Rotation. Rotating tires equalizes wear and extends their service life. Rotate tires between trucks and trailers when practical, for example, when a truck and trailer have the same style tire, to prevent dry rot. Rotate radial tires in the same direction as mounted. When rotating bias, belted bias, and radial tires, the spare is also rotated IAW established measurements.

e. Failures. Investigate failures of retread tires or premature failure of new tires and report on a quality deficiency report (QDR) through supply channels.

f. Tire safety inflation cages. All restraining devices, such as tire safety inflation cages, must meet OSHA standards for tire servicing equipment IAW CFR29, 1910.177 (d)(3). Tire safety inflation cages will be at least 3 feet (1 meter) from any solid surface and will not be mounted to the floor: this limits the performance of the safety cage to absorb all impact. For proper operating procedures, refer to chapter 8 of this regulation.

g. Training. All commanders will ensure training is provided to all individuals who service single-piece or multi-piece rims and wheels used on large vehicles. These individuals will demonstrate proficiency in their ability to perform specific tire, rim and wheel tasks including:

(1) Demounting of tires, including deflation.

(2) Inspection and identification of the rim wheel components.

(3) Mounting of tires (including inflation with a restraining device or other safeguard required by OSHA).

(4) Use of the restraining device or barrier, and other equipment.

(5) Handling of rim wheels.

(6) Inflation of a tire when a single-piece rim wheel is mounted on a vehicle.

(7) An understanding of the necessity of standing outside the trajectory both during inflation of the tire and during inspection of the rim wheel following inflation.

(8) Installation and removal of rim wheels.

(9) Individual ability to perform these tasks will be evaluated and a record maintained documenting this evaluation.

4-18. Maintenance and inspection of solid rubber wheels and track

a. General. Each track assembly consists of a given number of track shoes, hinged or attached together, to form an endless track assembly. The track shoes engage the teeth of the track drive sprockets. This allows power to be transformed from the vehicle to the track. The vehicle is supported on the road wheels (solid-rubber tires), which roll directly on the track. As the track is moved by the sprocket, it moves the vehicle.

b. Track. There are two types of track:

(1) Double pin connected. This track consists of individual track shoe links joined by end connectors.

(2) Single pin connected. Steel track with or without rubber pad and with steel track shoes joined by track pins.

c. Track shoes. There are four types of track shoes:

(1) Integral center guide type. Used on single or double pin track.

(2) Detachable center guide type. Connects center sections of double pin track.

(3) Integral rubber pad type. Rubber pad molded to shoe body.

(4) Detachable rubber pad type. Rubber pad bolted to shoe body.

d. Solid rubber tires. Solid–rubber tires are used by the Army in two basic applications. Types of applications are road wheels, track support rollers and idlers on full-tracked vehicles. The other applications are slow-moving, industrial type, material handling equipment (wheeled vehicles), such as forklift trucks, cranes, trailers and other equipment not covered in TM 9-2530-200-24 (Unit Direct Support and Maintenance Manual Standards for Inspection and Classification of Tracks, Track Components and Solid-Rubber Tires). Refer to the specific equipment manual for information on rubber-tires used in applications other than full-tracked vehicles. Solid-rubber tires for use on tracked vehicles are classified in Military Specification MIL-W-3100 as follows:

(1) Type I. Type I tires are used on vehicles equipped with rubber, rubber-backed steel or steel track. Tires are single-mounted or dual mounted as vehicle supporting road or suspension wheels.

(2) Type II. Type II tires are used as track support-rollers or idlers on vehicles equipped with rubber, rubber-backed steel or steel track.

e. The size of military type tires is normally marked on the sidewall of the rubber tread of the tire and is in each vehicle TM.

f. Use of rubber track components. Use of rubber in vehicle track and track components serves to minimize metal-to-metal contact of track and road wheel assemblies. This also minimizes noise during vehicle operation, reduces the effect of road shock and the amount of damage to roads caused if track grousers were made solely of steel. Rubber used with steel track also serves to improve vehicle traction on certain terrain. Rubber applied to contact points of certain track components, reduces friction, wear, noise and provides better overall track operation. Use of rubber in Army vehicle track components are:

(1) Steel track with detachable rubber pads.

(2) Chevron grouser rubber track with center guide and detachable rubber pad.

(3) Rubber track, rubber–backed track shoes assembled into a continuous track.

g. Maintenance of track and solid-rubber tires. Maintenance performed on track shall be that prescribed by the vehicle MAC. To extend the useful life and service of road wheels and solid-rubber tires, and related equipment, refer to the PMCS tables in the maintenance manual for the vehicle being serviced and the preventive maintenance checks in TM 9-2530-200-24.

h. Inspection. All maintenance units disposing of track, track components and solid-rubber tires will inspect all components to determine condition. During this inspection, unserviceable components will be separated into Code F and Code H groups by applicable figures in TM 9-2530-200-24 (figures 2-4 through 2-21 and figures 3-26 through 3-42).

i. Replacement Standards. PMCS charts in the vehicle manual, shall be consulted for specific detailed standards in the replacement of track, track components and solid-rubber tires.

j. Responsibilities. Classification of track, track components and solid-rubber tires is a command responsibility. Every commander at all levels will ensure information contained in the vehicle manual is adhered to for maximum equipment use.

(1) Primary responsibility. The using organization is primarily responsible for classification of components up to and including Code H.

(2) Field and pass back maintenance. These activities have the responsibility to ensure that assets processed through the organization are properly coded.

(3) Maintenance support activities. Activities that issue disposition instructions will physically inspect all assets prior to turn-in by the using organization.

4-19. Modification work orders (MWO)
Modifications authorized to be applied to Army material by owning units will be minor, and, in every case, must allow the equipment to be returned to its original configuration within 24 hours. Modification of equipment is the responsibility of AMC. MWO applications are negotiated for subordinate commands through the IMMO.

a. The IMMO will appoint an installation MWO coordinator in writing.

b. The Installation MWO coordinator will:

(1) Ensure MWOs are properly staffed and coordinated with affected units.

(2) Coordinate with divisional or brigade MWO coordinators to schedule equipment for modification on a unit priority basis.

(3) Establish procedures pertaining to the requisitioning, scheduling, application, and reporting of MWO.

(4) Attending pre-coordination meetings. Schedule modifications with units: update the MMIS.

(5) Coordinate actions required to develop an effective installation MWO program and maintain it.

(6) Keep the III Corps ACofS, G4, Maintenance Division abreast of upcoming MWO applications and ongoing applications.

c. MWO coordinators will be appointed in writing by each MSC to monitor MWO requirements within their respective division or brigade, and coordinate requirements with the installation coordinator.

d. The Installation MWO coordinator consolidates requirements and provides the appropriate AMC commodity MWO coordinator data, which will assist in managing an effective MWO program to determine outstanding MWOs are complied with.

e. Commanders must ensure that equipment records, DA Form 2408-5 and DA Form 2408-13, list the applicable MWOs from AR 750-10 (Army Modification Program) to identify equipment requiring MWOs. Care must be taken to determine major components, specific model, and serial numbers are correct. Outstanding MWOs should be reported to the appropriate MWO coordinator.

f. Application. Modifications to Army materiel are either mandatory MWOs, which are urgent, limited urgent and routine or alternate changes that include minor alterations, special purpose, or special mission modifications.

(1) The proponent for the MWO is responsible for applying the MWO. Contractor personnel will normally apply MWOs with limited assistance from the unit. Each MWO will have different requirements.

(2) A point of contact (POC) will be established at the battalion level. The POC coordinates assistance requirements and develops a completion list. The completion list, at a minimum, will list the model, serial, USA number, and date the modification was applied. This list will be forwarded to the IMMC maintenance officer within three days after completion of the modification.

(3) Equipment awaiting application of an urgent MWO will be placed in an NMC status according to DA Pam 750-8, DA Pam 738-751, AR 220-1 and AR 700-138.

(4) Units will open a work orders (DA Form 2407-E) to the contractor applying the modification. At the completion of the MWO, refer to DA Pam 750-8 for disposition of the work order copies. A copy will be retained as a historical record and placed in the equipment record folder.

(5) The unit will ensure the MWO information is updated on the MMIS.

4-20. Ground safety notification system (GSNS)

a. The ground safety notification system (GSNS) is used to disseminate high, medium, and low safety messages to the field. These messages include the safety of use message (SOUM), maintenance advisory message (MAM) and the ground precautionary message (GPM).

b. The Garrison installation operation center (IOC) is responsible for sending out these messages. Table D-1 lists contact information; however contact the IOC by telephone at (254) 287-2520, or at hood.garrison.ioc@conus.army.mil to be added to the distribution list.

c. When required all SOUM, MAM and GPM compliance action will be reported to the III Corps G-4 MRD.

4-21. Painting and marking vehicles

a. General. This section will provide policy and standards for marking and painting vehicles and equipment within III Corp and Fort Hood units.

b. Marking numbers and/or letters:

(1) Color. The foreground bumper marking will be:

(a) In black lusterless removable adhesive-backed decals.

(b) Black lusterless paint used with stencils, instead of decals, as long as the gaps created by the stencils are filled in with paint.

(2) Style. All numbers and/or letters will be in gothic style.

(3) Size. The size of the bumper marking (number and/or letter) is dependent upon vehicle category.

(a) Wheeled vehicles 2 1/2 tons and larger:

(1) FMTV will have three-inch markers on the front and rear.

(2) All others will have three-inch markers on the front and two-inch markers on the rear.

(b) Tracked vehicles:

(1)   M113 and larger and all other self-propelled equipment (except BFVs and CFV's) will have three-inch markers on front and rear.

(2) Bradley fighting vehicle (BFVs) and Cavalry Fighting Vehicle (CFVs) will use two-inch markers on the front and three-inch markers on the rear.

(c) Wheeled vehicles 1 ¼ tons and smaller

(1) MMWV's will have two-inch markers on the front and rear bumpers.

(2) All trailers and stationary equipment will have two-inch markers.

c. Background

(1) Color. Background color will be "sand."

(2) Dimension. The dimension of the background (sand) will be rectangular in shape and not to exceed one inch beyond, including above and below, the first and last character boundary. The exception to this is that the background rectangular will be the same for the left and right side bumper marking.

d. Location.

(1) Left front and right rear bumper (as sitting in the vehicle). The marking identifies the vehicle and/or equipment assigned number: the first marking denotes the lowest level unit (company) followed by a "-". The second marking denoted the number assigned to the vehicle/equipment (Example A-15). Trailers will be marked in the same format with the exception of adding a "T" at the end of the number (for example, A-15T). Other components of system (generator, machine guns, etc) will use the prime mover number followed by an "E" for generator, "G" machine gun, "C" for coax machine gun, "R" for radio and "MG" for main gun.

(2) Right front and left rear bumper (as sitting in the vehicle). The marking identifies the unit's division and intermediate command (MSC and/or separate battalion or company).

e. Windshield marking. The only authorized marking on windshields are the driver's and vehicle commander's name.

(1) Driver's name, rank and last name (e.g. SPC SMITH). Location will be on the bottom left hand corner of the windshield (as sitting in the vehicle). Color will be black lusterless two-inch letters.

(2) Vehicle commander's name, rank and last name (e.g. CPT SMITH). Location will be on the right hand corner of the windshield (as sitting in the vehicle). Color will be black lusterless two-inch letters.

f. Exterior plates. Exterior mounted identification plates may be used only on tactical and non-tactical vehicles transporting general or flag officers IAW AR 840-10 (Flags, Guidons, Streamers, Tabards and Automobile and Aircraft Plates). The plate will be removed or covered when the individual for whom the plate is issued is not in the vehicle. Any other items, such as unit, branch or rank insignia or signs indicating vehicle purpose are not authorized.   Marking names on gun tubes will be left up to the individual commander at battalion level.

g. Exceptions. The only exceptions to the paragraph e. and f. are vehicles such as military police or ambulances that require official vehicle marking as part of their mission.

h. Vehicle painting. Chemical agent resistant coating (CARC) is the approved coating for all combat, combat service support equipment, tactical vehicles, aircraft, essential ground support equipment and secondary item containers such as engine, transmission and all ammunition containers and appropriate kits.

(1) Paint will be applied only when the present paint is unserviceable or equipment is not painted the proper color for contingency missions.

(2) Repainting for sole purpose of achieving uniformity or for cosmetic purpose is prohibited.

(3) Tactical equipment designed for single color CARC requirement will be painted with an approved color based upon contingency mission environment.

(4) Complete repainting may be done at pass back maintenance levels where OSHA-approved facilities are available and when at least 40 percent of the painted surface is unserviceable or varied in appearance.

(5) Painting at unit level using a brush or roller is limited to touch-up painting. Touch-up painting includes restoration of painted surfaces after repair.

(6) Touch-up painting of CARC painted equipment will be with CARC only.

(7) Scratches, chips or marring of the paint surface observed during PMCS will be repaired at unit level to prevent corrosion damaged.

(8) If items do not require painting, do not paint them. For example, items made of fabric or which have anodized or parkerized surfaces are not painted.

(9) Spray painting is prohibited inside of buildings, except in approved, appropriately- equipped paint booths or rooms meeting OSHA standards.

(10) Outside spray painting will not be performed in poorly ventilated areas such as corners where two buildings or walls meet. Outside spray painting will not be performed without prior approval from the Directorate of Public Works (DPW) Environmental Division. Overspray must be closely monitored to avoid unprotected personnel being exposed.

(11) Spray painters must be provided with and wear appropriate respirators.

(12) Painters must be evaluated according to paragraph 4-21a(6) for required periodic medical examinations.

(13) Total body protection is required when painting with CARC.

(14) Do not paint the following with CARC:

(a) Items that attain surface temperatures of 400 degrees Fahrenheit serve as a heat-conducting function or serve a function of expanding and contracting during operation. Examples are manifolds, turbo charges, cooling fins and rubber hoses.

(b) Aluminum transmissions enclosed in combat vehicle power pack compartments. However, any ferrous components of the transmission must be protected with CARC or other rust-preventive agents.

(c) Stackable containers used in the Defense Transportation System (DTS) except missile containers that are a component of a weapon system.

(d) Canvas cover, tarpaulins, end curtains, seats, backrests etc.

(15) Environmentally acceptable paints that do not violate Federal, State and local laws will be used at all times per technical data packages provided to depots, arsenals and contractors

(16) CARC-protected surfaces are not to be covered with petroleum or other products to improve the appearance of equipment. Use of these products will reduce the chemical protection provided by CARC and increase the probability of injury. Violators may be held liable for damages.

(17) Paint NSNs. One-quart cans are the best way to order, use and store CARC paint.

(a) Black: 8010-01-229-7540.

(b) Brown: 8010-01-229-7543.

(c) Green: 8010-01-229-7546.

(d) Sand 8010-01-234-2934.

(18) CARC waste. Brushes, rollers, garments and empty containers are considered hazardous waste and will be disposed accordingly.

4-22.   Battery maintenance and management
This paragraph establishes procedure on the proper handling, maintenance, servicing, and reporting of vehicle storage batteries at organizational and maintenance support levels.

a. Compliance. Comply with safety requirements of the <u>Occupational Safety and Health Act</u> and maintenance requirements in TM 9-6140-200-14 (Operators, Unit, Intermediate Direct Support and Intermediate General Support Maintenance Manual for Lead-Acid Storage Batteries) and TB 9-6140-252-13 (Field and Sustainment Maintenance and Recovery Procedures for Automotive HAWKER Armasafe Plus Battery [NSN: 6140-01-485-1472]), to extract maximum service life from vehicle storage batteries.

b. Maximizing the life of lead acid batteries (2HN and 6TN) and HAWKER batteries is an area of special interest within DA. The standard life for the 6TN battery is 36 months. This requires a monthly washout rate of 3 percent or less of batteries in service in the command.

c. Efforts must continue to lower requisitions for new lead acid batteries and to repair and maintain stock on hand.

d. Education and supervision at every command level is stressed, with special emphasis placed at the operator and organizational levels.

e. Minimize handling of vehicle storage batteries to prevent unnecessary damage at the organizational level.

(1) Never stack batteries one on the other.

(2) Palletize batteries stored within SSL facilities to prevent ground contact.

(3) Properly secure batteries that will be moved by vehicle or MHE to preclude damage by shifting or bouncing.

(4) Remove batteries from vehicles by their handles (such as in the 6TN), or use battery carrying straps to remove smaller batteries (such as 2HN).

(5) Store batteries in a cool, dry place.

f. Responsibilities.

(1) Operator and crew maintenance concentrates on inspecting, troubleshooting, identifying problems, cleaning, and PM checks on batteries.

(2) Field maintenance activities must service and reclaim unserviceable batteries within MTOE equipment, facilities and safety constraints.

(3) Commanders. Command follow-up is essential to maintain and further develop supervisory capabilities. Significant progress must be made to reduce the number of batteries damaged because of rough or improper handling. With increased battery shop capability and service of batteries at the field level, batteries will experience less handling due to the decreased evacuation requirement.

g. Procedures.

(1) Operator and crew maintenance. Operators and crews will not add electrolyte, nor remove or install batteries.

(2) Field maintenance.

(a) Test installed batteries.

(b) Replace defective batteries.

(c) Match batteries by specific gravity when more than one battery is used.

(d) Charge batteries only in areas complying with OSHA standards

(e) Only the field maintenance activity will add electrolyte and perform initial activation of batteries

(f) Only batteries without electrolyte are authorized on the unit SSL.

(g) Use battery charging devices to their fullest capability.

(3) Evacuate batteries to the supporting field maintenance activity when:

(a) After installing on charger, it draws over 10 amperes.

(b) After continuous charging it will not accept a charge.

(c) It is badly sulfated.

(d) It does not reach a minimum specific gravity.

(e) Battery case is cracked or broken.

(f) Posts are burned or damaged.

(4) Field maintenance (BSB).

(a) Place new batteries into service by adding electrolyte and initial charging. *Note:* Field maintenance is the lowest level authorized to add electrolyte.

(b) Test and check batteries and determine that they are fully charged prior to issue.

(c) Recharge old batteries to raise specific gravity readings to proper level.

(d) Establish storage and security procedures.

(e) Exchange and account for batteries.

(f) Establish storage and disposal procedures for used electrolyte.

(g) Use battery charging devices to their fullest capability.

(5) Evacuate salvaged batteries to property disposal operation (PDO) when:

(a) Sides or bottom of case is cracked and is not repairable.

(b) Holes in top exceed one inch in diameter.

(c) Broken posts or burns that are not reparable.

(d) Batteries show no specific gravity readings after continuous charging IAW applicable TMs.

(e) Shorted or dead cell determined during testing.

4-23. Winterization of equipment

a. Special equipment is provided for a vehicle when protection against cold weather is required. This equipment is issued in specific kits. Geographic location and ambient temperatures dictate the use of winterization equipment.

b. When the temperature falls only a few degrees below freezing for a short period, only ordinary preparations are needed.

c. For anticipated temperatures of –25 degrees or lower, personnel heater kits and hardtop closures are installed. Operations will not be attempted without winterization kits in areas where temperatures from –25 to –65 degrees are likely.

d. Cooling systems:

(1) Maintain a 60 – 40 percent antifreeze and water mixture in cooling system even in areas where temperatures never get down to the freezing point. A 60 – 40 percent not only protects against freezing, but is a far better coolant than plain water when operating in hot climates.

(2) Drain, clean and flush any contaminated cooling system, despite coolant installation date. Detailed instructions for draining, cleaning and flushing a cooling system are given in TM 750-254 (Cooling Systems: Tactical Vehicles) and TB 750-651 (Use of Antifreeze Multi-Engine Type Cleaning Compounds and Test Kit in Engine Cooling Systems).

(3) During scheduled maintenance services or during climate change service, test and inspect the cooling system. Upon completion of testing, stencil results and date test on the inside of the hood or engine compartment hatch.

(4) For items that are under warranty, follow the manufacturer's recommendations until the warranty has expired.

e. Engine and power train:

(1) Engine, transmission and steering gear oil. Refer to the vehicle Lubrication Order (LO) for temperature range and oil type to be used.

(2) Air brakes. Frozen moisture in the air brake system seriously affects operation. Ensure operators drain all air tanks and lines at the completion of the mission or the end of every day.

(3) Vehicles with central tire inflation systems (CTIS) that operate off an air compressor. It is not unusual for air values to freeze, resulting in locked brakes or flat tires.

(4) M1 series tanks equipped with T158 track. Special ice cleats are available. Cleats only work on T158 track. The unit commander may authorize reversal of center guides for traction vehicles with T156 track.

f. Batteries.

(1) One of the greatest hindrances to successful military operations in a winter environment is the effect of cold temperatures on batteries.

(2) Storage battery capacity is greatly reduced at low temperatures because the electrolyte is less active. Operators must keep batteries charged to prevent freezing.

(3) Only add battery water to a battery when a vehicle will be immediately operated for 30 minutes or more.

(4) If the vehicle is equipped with a battery heater, it must be operated IAW instructions supplied with the winterization kit. If no winterization equipment is installed on the vehicle, removing the battery and placing it in a heated room or by directing hot air on it from a portable heater can heat the battery. Vehicles that exposed batteries will not fully charge in operation, over time they will need to be heated and recharged in a maintenance shop to maintain reliable starting.

(5) For more information operating and maintenance of lead-acid storage battery, refer to TM 9-6140-200-14.

g. FM 9-207 (Operation and Maintenance of Ordnance Materiel in Cold Weather) provides further guidance for operation and maintenance in cold weather.

4-24. Safety, environmental and health requirements

a. Commanders and activity directors must ensure that:

(1) Newly assigned personnel receive appropriate briefings within one week of arrival, designed to enable personnel to identify potential safety and health hazards and prevent injuries and illnesses in the workplace. Applicable maintenance safety and health requirements discussed in this regulation will be addressed.

(2) Assigned personnel comply with applicable safety and health requirements. Company level and higher SOPs must contain provisions to implement applicable safety and health requirements.

(3) Only properly trained, licensed, and authorized personnel perform maintenance and repair operations.

(4) Appropriate and required protective clothing and equipment (PCE) is provided and used.

(5) Personnel are formally trained on the DoD hazardous communication (HAZCOM) program to identify hazardous chemicals and materials in work areas to prevent injuries and illnesses. Material Safety Data Sheets (MSDS) for each applicable hazardous chemical or material must be readily available to assigned personnel.

(6) Personnel potentially exposed to health hazards in the work environment are first evaluated for required periodic medical examinations according to AR 40-55 (Preventive Medicine). Personnel must be evaluated prior to working in potentially health hazardous work environments.

(7) Work areas and equipment are properly posted and marked with caution and warning signs, depending on the hazard in the area.

(8) Maintenance related accidents are thoroughly investigated. Discrepancies or problems are identified and corrected immediately.

b. Leaders and supervisors. Leaders and supervisors must become familiar with and enforce applicable safety and health requirements.

c. Individuals. Individuals must comply with established safety and health requirements.

d. The use of PPE to protect skin, feet, hands, head, eyes, hearing, lungs, etc., must be provided prior to commencement of specific work that requires personal protection. Other personnel assisting primary maintenance personnel must also be provided with appropriate PPE.

(1) Required PPE shall be used in field and garrison operations.

(2) PPE must be provided, used, and maintained in a sanitary and reliable condition, consistent with its intended design and purpose. Personnel using PPE must be instructed on specific limitations of their PPE.

e. Respiratory protection, AR 11-34, The Army Respiratory Protection Program, and TB MED 502, Occupational and Environmental Health, Respiratory Protection Program, contain guidance on selection, use, classification, training, maintenance and care of respirators.

(1) Personnel designated to use respirators must first be given a medical examination to determine if they are physically and physiologically able to perform their work while wearing the prescribed respirator. Additionally, personnel required to work with respirators must be medically evaluated to determine if subsequent periodic medical examinations are required. Medical examinations and evaluations must be performed prior to personnel starting to work with respirators.

(2) Respirators must be selected for the specific hazard exposure.

(3) Respirators must be properly fit-tested to each individual. A positive and negative pressure leak test must be performed prior to each use. Respirators are not to be casually exchanged between individuals.

(4) Personnel must be thoroughly trained regarding limitations, purpose, use, care, storage, and maintenance of respirators prior to using respirators.

(5) Surgical masks are not authorized to be used in non-health care workplaces. These masks are ineffective for providing protection against health hazards found in non-health care facility workplaces.

f.   Eye protection. Appropriate eye protection must be provided and worn where machines or operations present the hazard of flying objects, glare, liquids, injurious radiation or a combination of these hazards.

(1) Work areas and tasks must be analyzed to determine the presence of eye hazards.

(2) DA Pam 40-506 contains guidance regarding eye protection and vision requirements.

(3) AR 40-5 contains guidance for required periodic vision screening for maintenance and repair personnel working with lasers, microwaves, high intensity light hazards and other potentially eye-hazardous sources.

g.   Foot protection. Appropriate foot protection, such as safety boots or shoes, must be provided and worn in work areas where a reasonable probability of foot injury from heavy objects falling on or crushing feet exists. Personnel whose MOS does not authorize them to draw safety footwear from the central issue facility (CIF) may request needed safety footwear by presenting a memorandum signed by the commander.

h. Hearing protection. Appropriate and properly fitted hearing protection, such as ear plugs, and ear muffs, must be provided and worn in noise hazardous environments where noise decibels exceed 85dba, regardless of the length of the exposure.

i.   Hand protection. Appropriate gloves designed to protect against a specific hazard must be provided and worn. Some examples of hazards that require protective gloves are chemicals, electricity, glass, sharp metals, heat, and steam.

j.   Other PPC. Aprons and coveralls must be provided and used to prevent injuries from known work environment hazards.

4-25. Welding operations

a. Welding will be performed according to TC 9-237 (Operator's Manual for Welding Theory and Application).

b. Welders must be provided with and use eye protection of the appropriate shade such as shield, helmet, or goggles, apron, gloves, and safety shoes.

c.   A mechanical ventilation system must be used when natural ventilation is inadequate to remove hazardous fumes and gases.

d. If adequate ventilation cannot be maintained, a respirator, according to paragraph 25-2b above, must be used as a last resort.

e. Welding, cutting or brazing on CARC covered metal is not authorized. CARC coatings must be removed before welding, cutting, or brazing on the metal.

f.   Noncombustible curtains or screens must be used when arc welding to prevent eye injuries to non-welding personnel.

g. Welders must be evaluated according to paragraph 4-24a(6) above for required periodic medical examinations.

4-26. Warranty procedures

a. Materiel under warranty will be identified and maintained per the detailed policies and guidance contained in AR 700-139 (Army Warranty Program).

b. Warranty actions will be completed as directed in AR 700-139 and reported under DA Pam 750-8 and DA Pam 738-751.

c. Unit readiness and mission effectiveness will take priority over warranty actions. The supporting warranty coordinator (WARCO) will be notified immediately when equipment must be fixed first and the warranty settled later.

d. Application of the AOAP to items under warranty is specified in the item's warranty TB. AOAP procedures supplement the instructions directing oil changes for equipment under warranty.

e. Representatives of the LAO provide advice and assistance.

f. Manufacturer's standard warranties will be accepted when items are locally procured. Special warranties will be included in local purchases only when they are cost-effective and executable by the user.

4-27   Corrosion control center

The Corrosion Control Center (CCC) is available to all units assigned to Fort Hood. Table D-1 lists contact information; however, to schedule your unit contact the CCC site manager. The CCC in located at Building 88019 on Logistics Avenue.

4-28. RESET

a. This paragraph establishes the III Corps basic operational procedures for Reset operations at home station for units redeploying from Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF). Recovery and Reset of active component (AC) units deployed in support of OIF and OEF must be accomplished within 180 days from the declared R date. For the purpose of this order, units have returned when 51 percent of personnel, not equipment, have arrived at home station. Mechanic man-hour availability, facility, parts availability, transportation times, and technical expertise are finite resources that limit the recovery effort. Synchronization of critical resources and capabilities available at all levels of the maintenance and supply infrastructure is critical to unit Reset.

b.   The different types of Reset and definitions:

(1) National or sustainment-level reset. Maintenance performed by AMC at depot or an AMC contracted facility. AMC will develop the criteria for equipment accepted into the Sustainment or National Level RESET program. The Logistics Information Warehouse (LIW) (*https://liw.logsa.army.mil/*) includes a list of equipment that will automatically be inducted into an AMC RESET program through Automatic RESET Induction (ARI).

(2)   Field RESET: All RESET not performed at pass back level. There are two components of field Reset.

(a) Field. Unit-level RESET are items identified by the unit as repairable at unit-level using Soldier labor.

(b) Field. Above unit-level RESET are field items identified by the unit as not repairable at unit level. Field level RESET is maintenance and repair performed at the

installation level to bring equipment to TM 10/20 level, to include annual service, and delayed desert damage (D3) as outlined in applicable TBs and the application of any outstanding urgent MWO's. Field RESET above unit-level is inclusive of work performed by maintenance augmentation in unit motor pools, contractor logistics support, Field Logistics Readiness Center (FLRC) and DOL. The RESET window for the AC begins upon 51 percent of unit personnel, not equipment, have arrived at home station. The R-date will begin when 51 percent of unit personnel, not equipment, have arrived at home station. III Corps, FORSCOM (Forces Command), and AMC will budget for and fund the costs for RESET using supplemental funds.

(3) The automatic reset induction (ARI) list identifies equipment required to be turned in for sustainment Reset and assists redeploying AC and reserve component units when building their reset plans in the Automated Reset Management Tool (ARMT). Effective 1 October 2008, all deploying units at Fort Hood will build their initial reset plan in ARMT when their deployable equipment list (DEL) is finalized before deployment. Units execute their reset plan using ARMT at redeployment (RD) -120 days, that specific plan will move forward in ARMT for disposition instructions based on the current Headquarters, Department of the Army (HQDA) published ARI list. If HQDA G4 publishes a new ARI list after a unit has executed a pass back-level reset plan, the new ARI list will not automatically apply or be integrated into the unit's reset plan. Units in reset or have shipped ARI list equipment back to the Life Cycle Management Commands (LCMC) sites and/or home station for pass back-level repairs will not be affected by the new ARI list. If a unit has saved their reset plan in ARMT and forwarded it to their higher headquarters for review and approval, the unit's plan will not be affected by the new ARI list. The new HQDA-published ARI list will affect those units who have not executed their reset plans in ARMT, and units who save a new reset plan in ARMT

Chapter 5
Army Oil Analysis Program (AOAP) Nonaeronautical Equipment

5-1. Purpose
This chapter prescribes policy and procedure, objectives and goals, and assigns responsibilities for conduct of the Fort Hood AOAP for nonaeronautical equipment.

5-2. Description
The AOAP is a coordinated Army-wide effort to detect impending materiel component failures and/or oil condition through analytical evaluation of oil samples. The AOAP is mandatory at all levels of maintenance operations for specified materiel.

5-3 Objectives and goals
The objective of AOAP is to:
    a. Improve equipment reliability and readiness by early detection of potential failures.
    b. Lower support costs by reducing the number of catastrophic failures and curtailing excessive component wear.
    c. Conserve petroleum products by adhering to the "on-condition oil change" (OCOC) policy.

5-4. Installation maintenance management officer (IMMO)
The IMMO:

    a.   Establishes policies and procedures for the conduct of AOAP at Fort Hood.

    b. Appoints an installation AOAP monitor to manage the Fort Hood AOAP.

5-5. Installation Army oil analysis program (AOAP) monitor
The installation AOAP monitor:

    a.   Manages and coordinates the Fort Hood AOAP.

    b.   Ensures an AOAP monitor is appointed at battalion, separate company, and unit or activity levels.

    c. Maintains a list of names, organizations, and telephone numbers of unit AOAP monitors.

    d.   Ensures timely distribution of installation management reports to all units and activities.

    e. Establishes and maintains the Fort Hood oil sample submission schedule - nonaeronautical equipment.

    f. Prepares and presents AOAP briefings.

    g. Acts as the installation test coordinator for AOAP.

    h. The AOAP LAB COR and PBO are located at Redstone Arsenal, Alabama. Table D-1 lists contact information; however for questions regarding, the AOAP PM contact: AOAP Field Operations, USAMC LOGSA, LEC AOAP Program Management Office, commercial 256-955-0865 or DSN 312-645-0865.

5-6. Major subordinate command (MSC) commanders
MSC Commanders:

    a. Implement AOAP in all units in his or her command.

    b. Document and distribute command policies and procedures to all subordinate units and activities. This may be in the form of a local regulation or SOP.

   c. Appoint a command AOAP monitor to assist the installation AOAP monitor in the management of the Fort Hood AOAP.

    d. Ensure that equipment receives AOAP support while in transit.

5-7. Unit commanders
Unit commanders:

    a. Implement local AOAP policies and procedures within his or her unit.

    b. Ensure oil sample valves are installed on all AOAP equipment as specified by the materiel proponents in the appropriate unit level maintenance TMs.

    c. Ensure all equipment designated in TB 43-0211 is enrolled in the AOAP and that samples are submitted at prescribed intervals.

    d. Ensure oil changes conform to warranty requirements.

    e. Ensure unit(s) AOAP monitor(s) comply with laboratory recommendations in the lower portion of DA Form 3254-R, block 14.

    f. Ensure units achieve a sample submission rate of 97 percent for routine requirements, and 100 percent for resample requirements.

    g. Appoint unit AOAP monitors at company, battery, troop, battalion, squadron, brigade, and division level according to TB 43-0211.

h. Ensure unit AOAP monitors receive certification training when appointed.

5-8. Unit Army oil analysis (AOAP) monitors
Unit AOAP monitors:

a. Provide the installation or command AOAP monitor with a name, organization, and telephone number of a primary and alternate monitor.

b. Ensure oil sample valves are installed on all equipment enrolled in AOAP for which sample valves are identified in the unit level maintenance TM for that equipment.

c. Ensure required oil samples are submitted to the Fort Hood AOAP Laboratory according to intervals prescribed in TB 43-0211 and the Fort Hood oil sample submission schedule established by the installation AOAP monitor. Dispatch samples will be sent to the laboratory the same day they are taken regardless of the shipping method.

d. Train unit equipment operators on proper procedures for properly taking and submitting oil samples.

e. Monitor unit stock levels to ensure that a 90-day supply of sampling and oil change materials are on hand.

f.   Prepare and maintain a DA Form 5991-E, DD Form 2026 and DA Form 2408-20 according to DA Pam 750-8 and TB 43-0211.

g. Verify accuracy of data shown on installation management reports to ensure data matches unit equipment records.

h. Notify the Fort Hood AOAP laboratory of errors contained in the installation management reports, changes to the equipment density, and end item or component serial number (SN) changes.

i.   Ensure DA Forms 3254-R are completed according to DA Pam 750-8, and feedback is provided the installation AOAP monitor according to suspense dates and instructions received in the maintenance packet. Provide final feedback to the installation monitor within five working days of maintenance accomplishment

j. Ensure all laboratory recommended resample and oil change requirements are complete within three working days.

k. Coordinate sample submission for equipment in temporary duty (TDY) status.

l.   Furnish the Fort Hood AOAP laboratory with the end item model and component SNs of all equipment scheduled for deployment upon receipt of a notice of deployment so that records can be processed for transfer to the new supporting facility.

5-9.   Maintenance activities
Appoint an AOAP monitor to ensure laboratory maintenance recommendations are accomplished and feedback provided to the installation AOAP monitor on a DA Form 3254-R within five working days of maintenance accomplishment or by feedback suspense date, when a job is ordered to higher level of maintenance.

5-10. Fort Hood Army oil analysis program (AOAP) laboratory
a. Receive, process, and analyze oil samples as prescribed in AR 750-1, paragraph 8-2; DA Pam 750-8, chapter 4; and other related technical publications as directed by the DA Oil Analysis PM.

b. Provide Fort Hood units and activities and the installation AOAP monitor with the following standard data system reports by the fifth working day of each month:

(1) Usage and sample status report. The usage and sample status report is available through the LIW Website at *https://liw.logsa.army.mil/index.cfm?fuseaction=login.main* . The AOAP lab does not provide these reports.

(2) Resample and type recommendation report. The resample and type recommendation report is through the LIW Website as listed in paragraph 5-10b(1). The AOAP lab does not provide these reports.

c.   Provide the installation AOAP monitor the laboratory workload summary report for each unit and activity by the fifth working day of the month.

d. Provide telephonic notification to units and activities requesting submission of resample, oil changes, and maintenance recommendations.

e. Notify the installation AOAP monitor of all maintenance recommendations on DA Form 3254-R.

f. Fulfill all other responsibilities through contractual obligations.

5-11. Enrollment of equipment

a. TB 43-0211, appendices A and B, identifies end items and components that will be enrolled in the AOAP. For updated information, refer to the LIW Website at *https://liw.logsa.army.mil/index.cfm?fuseaction=login.main* for current lists.

b. Enrollment is through the submission of an initial oil sample and a completed DA Form 5991-E or DD Form 2026.

5-12. Sampling intervals — routine samples

a. TB 43-0211, appendices A and B, specify sampling intervals for each type of equipment by hours and calendar days of operation, whichever occurs first. Samples should be taken as close to the prescribed time as possible. For updated information, refer to the LIW Website at *https://liw.logsa.army.mil/index.cfm?fuseaction=login.main* for current lists.

b. A 10 percent variance before or after the scheduled date, hours, or miles for sampling is permissible because sampling at the prescribed time is not always possible.

5-13. Special samples

a. Special samples are those samples other than routinely scheduled, and submitted to the laboratory under the following circumstances:

(1) At the request of the laboratory.

(2) Immediately before transfer among commands or overseas deployment of equipment. All special samples are process by the laboratory before transfer or deployment of the component.

(3) After maintenance, overhaul, or replacement of a component.

(4) After indication of a problem, for example, overheating, excessive oil loss, or loss of oil pressure.

(5) After indication of contamination, that is, cloudy, sludge, water, excessively dirty, visible metal particles.

b. Special samples will be clearly marked "SPECIAL." The DA Form 5991-E or DD Form 2026 that accompanies the sample to the laboratory will be marked "SPECIAL" in the remarks block and its borders will be outlined in red.

c. Upon request, the laboratory provides a results-while-you-wait service for special samples.

5-14. Submission of routine samples

a. Routine samples are to be submitted to the laboratory according to the intervals prescribed in DA Pam 750-8, chapter 4, and the Fort Hood oil sample submission schedule established by the installation AOAP monitor. LIW provides the latest list/ and interval for AOAP required equipment.

b. Units unable to submit samples as scheduled should reschedule submission date through the installation AOAP monitor. Field training exercises provide an excellent opportunity to perform maintenance functions in a field environment and should not be a reason for requesting rescheduling of submission.

c. Company-sized units organic to battalions should submit samples through the battalion monitor for delivery to the laboratory. Separate companies or detachments should submit samples directly to the laboratory.

d. Do not save "batch" samples for the sole purpose of submitting samples at one time. Deliver samples to the laboratory the same day they are taken.

5-15. Sampling procedures

a. Sampling procedures and techniques are prescribed in TB 43-0211.

b. Samples may be taken without warming a component to operating temperature if the equipment has been operated within the last 30 days. If the equipment has not been operated within the last 30 days, it must be brought to operating temperature before sampling. Although the above procedure authorizes taking cold samples, all samples taken on components with turbine engines must be taken at normal operating temperature. There are times when the ambient temperature is extremely low when one cannot readily take a cold sample. Equipment may need to be operated to warm the oil enough to extract the sample easily; but it need not be brought to operating temperature. Equipment coming out of storage must always be brought to operating temperature prior to oil sampling.

c. Samples taken from an oil reservoir immediately after addition of new oil will not be representative, and will not become representative until complete mixing of the old and new oil has taken place. This requires operating until normal operating temperature has been obtained.

d. Equipment with sampling valves that require pressurization to extract a sample must be operated but not brought to operating temperature, unless the equipment has not been operated within the last 30 days.

5-16. Sampling and oil change supplies

a. TB 43-0211 identifies sampling supplies.

b. Field level maintenance TMs identify oil filters for each type of equipment.

c. Units monitor stock levels to ensure a 90-day supply of samplings and oil change materials are on hand.

5-17. Sampling valves

a. The field level maintenance TM for each type of equipment will identify whether the installation of a sampling valve is authorized.

b. Units will install sampling valves only on authorized equipment.

5-18. Sampling of not mission capable (NMC) equipment

a. Equipment NMC within a unit for other than an oil-wetted component problem will be sampled during the routine sampling period.

b. Equipment deadlined at field- or pass back-level does not require sampling during the scheduled sampling period; however, sample the equipment upon return to service by owning unit. To prevent deadlined equipment from being designated "DELINQUENT" on the management reports; unit will furnish a copy of the job order to the installation AOAP monitor.

5-19. Sampling of equipment under warranty

a. New equipment under a manufacturer's warranty designated for enrollment in AOAP will be sampled according to established sampling intervals; however, manufacturer's hard-time oil service intervals will be followed.

b. If the laboratory recommends an oil and/or filter change, follow the recommendation. The unit will also change oil at the appropriate hard-time interval to keep the warranty valid. After the warrant period expires, on-condition oil change procedures apply.

c. If the laboratory recommends a warranty component be removed or maintenance performed, the AOAP monitor will contact the installation warranty coordination for appropriate action.

5-20. Sampling of temporary duty (TDY) equipment

a. AOAP sampling requirements remain in effect for equipment deployed on TDY.

b. Unit AOAP monitor will furnish the laboratory the end item model and component serial number of all equipment scheduled for deployment as soon as notice of deployment is received, so records can be processed for transfer to the new supporting laboratory.

5-21. Army oil analysis program (AOAP) training

a. Command or unit monitors are required to take AOAP training. Troops must visit the Fort Hood AOAP Lab to request a DVD for the training course, which is valid for 3 years. Monitors will maintain a copy of their certificate from PM AOAP with their AOAP appointment orders in the unit motor pool and at the unit training office.

b. Unit monitors will train equipment operators within their unit on procedures to be followed for properly taking and submitting oil samples.

5-22. Reports

a. Management reports. The AOAP laboratory will provide command and unit AOAP monitors with the following reports by the second work day of the month.

(1) Usage and sample status reports list equipment enrolled, date last sample submitted, and end items and components requiring submission of samples. Units should update the report indicating additions, changes, and deletions, and return to the AOAP laboratory not later than the 10th of each month.

(2) Resample and type recommendation report. This indicates outstanding resample, oil changes, and maintenance actions.

b. Resample and type of recommendation codes used by the laboratory in the report are:

(1) Inspect and repair cooling system using a DA Form 3254-R.

(2) Inspect and repair fuel system, change and/or service filters and oil using DA Form 3254-R.

(3) Resample, do not change the oil.

(4) Change oil and service filters.

(5) Resample immediately.

(6) Perform previous recommendation.

(7) Units will comply with requirements within 72 hours of notification.

c. Component history report. Shows the results of the last six oil samples submitted to the AOAP laboratory. Must accompany components removed for any reason. The AOAP laboratory will provide this printout to command and unit monitors or maintenance activities upon request.

d. Monthly performance report. The installation AOAP monitor provides a monthly performance (laboratory workload summary) report to each MSC commander not later than the 15th of the month. This summary report gives the status of each unit in the command. A consolidated performance report will be provided to III Corps, ACofS, G4, not later than the 15th of the month.

5-23. Forms preparation

a. DA Form 2408-20. Complete and maintain the DA Form 2408-20 only if the unit SAMS-1E computer system is inoperative. See DA Pam 750-8, for instruction on completing this form. Maintain a separate form for each component enrolled in the AOAP.   The DA Form 2408-20 provides a record of oil samples taken and the results of the lab analysis. Keep a completed DA Form 2408-20 for a period of 6 months after the last entry is made.

b. DD Form 2026. Complete and maintain DD Form 2026 according to DA Pam 750-8. SNs must agree with the Usage and Sample Status Report. If SNs have changed since the last report, explain changes in the remarks block of the DD Form 2026. Retain the completed and processed DD Form 2026 until the next completely processed form is received from the laboratory. This form is only used if the unit SAMS-1E computer system in not operational.

c. DA Form 3254-R. Prepare the DA Form 3254-R according to DA Pam 750-8 and TB 43-0211. Feedback is essential for an effective oil analysis program.

5-24. Army oil analysis program (AOAP) laboratory

The AOAP laboratory issues AOAP maintenance recommendations using a DA Forms 3254-R on the basis of abnormal oil analysis findings that cannot be corrected through routine oil and filter changes. AOAP maintenance recommendations require immediate action.

5-25. Maintenance

Perform maintenance at the lowest level possible. For example, recommendations concerning fuel in the oil are normally corrected at DS level through replacement or repair of fuel lines, injectors, or pump.

5-26. Component removal
Do not remove a component from an end item unless a complete inspection and evaluation reveals that component cannot be repaired at field maintenance level.

5-27. Oil analysis
When analysis of an oil sample reveals that a maintenance recommendation is necessary, the AOAP laboratory will:

a. Immediately notify the command and unit to pick up the AOAP a maintenance recommendation packet.

b. Assign a feedback suspense date of 14 days for unit level, 30 days later for field maintenance level, if required, and 60 days later for pass back maintenance level, if required. Suspense dates are for feedback control purposes.

5-28. Maintenance recommendations
Upon receipt of an AOAP maintenance recommendation packet, the following actions will be taken:

a. Unit level:

(1) If recommendation is within organization's capability, perform required maintenance and submit special samples to the laboratory. Upon receipt of processed DA Form 599 or DD Form 2026 with "normal" results, complete DA Form 3254-R as follows:

(a) Complete blocks 14, 15, and 16 of the unit copy, detailing the actions taken, including receipt of normal sample.

(b) Return all copies to the installation AOAP monitor within 5 working days of the completion of maintenance.

(2) If recommendation is not within unit capability, job order to supporting field maintenance activity. Field and pass back level maintenance copies of DA Form 3254-R with a maintenance work request. Complete the unit copy of the DA Form 3254-R as follows:

(a) Complete blocks 14, 15, and 16 of the unit copy, indicating field or pass back maintenance activity, job order date and number.

(b) Return the unit copy to the installation AOAP monitor by the suspense date.

b. Field maintenance.

(1) If recommendation is within field maintenance capability, perform the required maintenance and submit a special sample to the laboratory. Upon receipt of the processed DD Form 2026 with "normal" results, complete the field copy of DA Form 3254-R as follows:

(a) Complete blocks 14, 15, and 16 of the field maintenance copy detailing the complete actions taken, including receipt of normal sample.

(b) Return copies to the installation AOAP monitor within 5 working days of maintenance completion.

(2) If recommendation is not within field maintenance capability and complete inspection and evaluation by the pass back maintenance reveals that the component must be removed and sent to the pass back maintenance activity reparable point for transfer to DOM, at the "Component History" from the AOAP laboratory. This report will

accompany the component along with pass back maintenance copy of
DA Form 3254-R. Attach one AOAP label to the component and one to the canister.
Complete the field maintenance copy of the DA Form 3254-R as follows:

 (a) Complete blocks 14, 15, and 16 of field maintenance copy, indicating the component was removed, the document turn-in number, and SN of the new component.

 (b) Return the field maintenance copy to the installation AOAP monitor by the feedback suspense date.

 c. Pass Back maintenance:

 (1) When repair or overhaul is complete, submit the special sample to the laboratory. Upon receipt of processed DA Form 5991-E or DD Form 2026 with "normal" results, complete blocks 14, 15, and 16, on the pass back maintenance copy of the DA Form 3254-R, detailing a possible cause and complete actions taken to return the component to service. Return the pass back maintenance copy to the installation AOAP monitor within 5 working days of maintenance completion.

 (2) If a component is transferred to an off-post maintenance activity, notify the installation AOAP monitor by the feedback suspense date of the component SN, date shipped, and gaining activity. Forward the "component history" report and pass back maintenance copy of the DA Form 3254-R with the component.

5-29. Component history report
A component history report will remain with the component.

5-30. Component repairs
The maintenance activity repairing the component and returning it to service is responsible for submitting a special sample and providing final and complete feedback information to the installation AOAP monitor on a DA Form 3254-R. Do not clear the DA Form 3254-R until AOAP laboratory has processed a normal sample.

Chapter 6
Maintenance Training

6-1. Purpose
The purpose of maintenance training is to improve the proficiency of equipment operators and mechanics. Training is a responsibility of each level of command. Commanders will employ III Corps Troop Schools, the COMET, on-the-job training, and formal unit maintenance instruction to sustain maintenance proficiency. The first line supervisor is the focal point of a successful maintenance-training program.

 a. Commanders must analyze their maintenance training and a maintenance training plan should be developed from that analysis. Readiness of equipment, accuracy of records, and safety of operations can judge training effectiveness.

 b. Leader actions and staff planning must include maintenance training considerations. Integrating maintenance with other type training reinforces the need for constant attention to the care and upkeep of equipment. Leaders must include maintenance of equipment in their daily instruction and advise the commander of individual training needs so to properly adjust training plans and schedules. Train personnel to perform a variety of PM tasks without supervision.

c. Maintenance-training will be integrated into tactical field training. The Eight-Step Training Model will be use for all unit maintenance training. See Figure 6-1.

d. Units can accomplish maintenance training internally, through external support, or a combination of the two. Examples of methods/means of conducting training include:

(1) Unit level:
(a) Training sessions or classes.
(b) On-the-job training.
(2) External support:
(a) Education center.
(b) MOS learning centers.
(c) COMET.
(d) Field maintenance unit.
(e) DA formal school
(f) LAO.
(g) Reserve Training Site-Maintenance (RTS-M)

Plan the training: Commanders, continue to place emphasis on company training meetings; they are critical. Involve junior leaders. Ensure training resources are available.

Train and certify the trainers: Trainers must be prepared. This is the most critical step in the process.

Recon the site: Ensure available land resources support the plan.

Issue the plan: Focus on the purpose of the event and state responsibilities clearly.

Rehearse: Eliminate surprises and minimize distracters at the time of execution.

Execute: Conduct training on time and IAW goals and objectives of the plan.

Conduct an effective after action review (AAR): This is the most important step. Feedback is essential.

Retrain: This is based on the feedback from the AAR. Any "untrained" tasks must be retrained until the standard is met

Figure 6-1. The eight-step training model

6-2. Required training

Table 6-1 lists positions that require training. Training is provided by III Corps Troop Schools. Scheduling and requirements are in FH Regulation 350-7 (III Corps and Fort Hood Troop School).

Table 6-1. Duty positions requiring training

Duty Position	Attendance Requirements
Battalion and Company Motor Officers and Motor Sergeants Maintenance Technicians	Motor Pool Operation and Management Course (SAMS-IE, Certification
SAMS-1E Clerks (TAMMS/SSL)	Motor Pool Clerk Course (SAMS-1E, Certification)
Battalion S4 and Supply Sergeants, PBO	Unit Supply Operations and Management Course (PBUSE, Certification)
Company XO, Unit Supply Officers, Unit Supply Sergeants	Unit Supply Operations and Management Course (PBUSE, Certification)
Unit Supply Clerks	Unit Supply Clerk Course (PBUSE Certification)
Unit Armorers	Unit Armorer Course
Master Drivers	Required for all personnel appointed as a Master Driver
TMDE Support Coordinator	Required for all personnel appointed as a TMDE Support Coordinator (division, Installation, BDE BN, CO PLT, and/or section) Certification training conducted by the TMDE Area Support Team
AOAP Monitor	Required for all personnel appointed as an AOAP monitor
Generator operators	Generator Operator Course Requirements defined in FH Reg 350-7
Fuel Handlers	Fuel Handlers Course. Requirements defined in FH Reg 350-7
Aviation, Crew Chiefs, Production, Quality Control and Technical Supply Personnel	Unit Level Logistic System-Aviation Course (ULLS-A (E), Certification) Requirements defined in FH Reg 350-7

Legend
AOAP – Army Oil Analysis Program
BDE – brigade
BN – battalion
CO- company
FH – Fort Hood
PBUSE – Property book unit supply
PLT – platoon
Reg – regulation
SAMS-IE – Standard Army Maintenance System – Installation Enhanced
SSL – shop stock listing
TAMMS – The Army Maintenance Management System
TMDE – test, measurement, and diagnostic equipment
ULLS-A(E) – Unit Level Logistics System – Aviation Enhanced
XO – Executive Officer

6-3. Certification requirements
The III Corps and Fort Hood commander's training guidance requires all Soldiers responsible for logistics or maintenance management be certified in the appropriate LIS computer on Fort Hood, certification is valid for two years.

    a. Certification required for the following maintenance position:

    (1) SAMS-1E clerks.

    (2) Motor sergeants (CO, TRP, BTRY, BN, SQDN).

    (3) Maintenance technicians.

    (4) Maintenance officers (CO, TRP, BTRY, BN, SQDN).

    b. Certification required for the following logistics position:

    (1) Unit supply clerk.

    (2) Unit supply sergeant.

    (3) Unit supply officer.

    (4) Property book officer.

    c.   Unit commanders should place newly assigned SAMS-1E clerks in the certification program not later than 90 days after assignment. Should have those personnel who have not work with SAMs-1E within 6 months receive refresher training in this area.

6-4. Drivers training and licensing
    a. All military personnel assigned to III Corp and Fort Hood in the grade of major and below are required to be trained and have a military license issued through their unit SAMS-1E system within 90 days of unit assignment. Additionally, all personnel required to operate commercial MHE will be tested and licensed prior to operating this type of equipment.

    b. Unit driver training programs will enforce current Army standards and comply with driver selection, training, testing and licensing policies IAW AR 600-55 (The Army Drivers' Training Strategy [ADTS]) TC 21-305-20 (Manual for the Wheeled Vehicle Operator), DA Pam 750-8 (The Army Maintenance Management System [TAMMS] Users Manual), TC 21-305 series, TC 21-306 (Tracked Combat Vehicle Driver) and model specific training support packages (TSPs). Personnel who operate administrative, tactical or emergency vehicles to include transporting hazardous materials will complete all training requirements prior to receiving authorization to operate an Army vehicle.

    (1) Commanders at the battalion or squadron level are responsible for establishing and maintaining a driver's training and annual re-certification program IAW AR 600-55**.** Staffing will be by a minimum of one certified school trained senior master driver assigned this duty on additional duty orders.

    (2) Subordinate units are required to have a minimum of one certified school trained master driver trainer. These unit master drivers will be assigned such on additional duty orders and aid the Battalion and/or Squadron master driver in training, certifying and licensing Battalion/Squadron personnel. Unit master driver is responsible for ensuring unit SAMS-1E computer (driver training data) and driver training files or records are proper maintained and updated.

(3) Unit commanders will ensure all Soldiers newly assigned or new to the Army will be trained and licensed on a HMMWV family and a LMTV family of vehicle prior to being licensed on specialty vehicles to include track and ground support equipment.

(4) Units will ensure that all driver training instructors and/or examiners are appointed on additional duty orders. There will be a minimum of one per platoon/section. The appointment orders need to be model specific and can list more than one model type on the orders.

(5) The battalion or squadron master driver needs to establish a set road test route that meets standards set in AR 600-55, Appendix G. They should have a primary and a secondary route to use; if track vehicles are to be tested, a route for use needs to be established. Once routes are established, a map of the route should be made and put on file. Having a set route ensures everyone is tested on the same route.

(6) The battalion and/or squadron master driver will direct and manage the overall driver's training program. The Battalion Command Sergeant Major will oversee the driver training program.

(7) Equipment class codes the units use will be command unique codes UA-UZ and ZA-ZZ. All qualifications entered for vehicles and/or equipment will be model- specific and the words series, family, or below (e.g. M113 family, GENR 200KW and below, Bus 90 pass and below, Backhoe-all models) will not be used.

(8) Master driver certification training can be schedule through the III Corps Troop School.

(9) The Army Traffic Safety Training Program (ATSTP) is required for all Army personnel. The following training is required for all vehicle/equipment operators:

(10)   Local Hazard Training Course II. All Army personnel who are newly assigned to an Army installation or theater will receive a briefing on local driving hazards they may encounter while serving at that installation. This training is required to be taken within 30 days of assignment. This course is conducted online and can be access at http://training.hood.army.mil/safety

(11)   Intermediate Traffic Safety Training Course III. All newly assigned Soldiers less than 26 years of will receive intermediate traffic training that reinforces that initial traffic safety-training course. Other personnel may be required to attend the training as deemed necessary by the local command. This training is conducted on West Fort Hood Building 90074. Enrollment for this class is online at *https://apps.imcom.army.mil/airs* .

(12)   Accident Avoidance Training Course. Anyone who operates an Army motor vehicle (AMV) will have first completed the online accident avoidance course as part of licensing procedures. The training includes mishap risk management component of CRM, personal responsibility, driving hazard awareness, defensive driving techniques, accident avoidance and motorcycle safety. The online accident avoidance training will be repeated every four years as part of license renewal procedures.

Chapter 7
Aviation Maintenance Support

7-1. Aviation units
Aviation units on Fort Hood are responsible for conducting their aviation maintenance IAW current regulations. The standard maintenance hierarchy will be followed. If repairs are beyond the ability of the units to conduct then the units' production control officer will coordinate directly with DOL AVN maintenance personnel for support. Exceptions to this are 21st Cavalry Brigade (21st CAV BDE) which has no MTOE maintenance capability and is solely supported via contract maintenance through DOL AVN and 15th Military Intelligence Battalion (15th MI BN) fixed wing aviation units which are supported via contract maintenance provided through INSCOM.

7-2. III Corps ACofS, G-4
III Corps ACofS, G-4, AVN Materiel Readiness Division (MRD) will monitor aviation maintenance operations via unit status reports to ensure proper use of pass back maintenance support. III Corps AVN MRD will be responsible for preparing a Corps roll-up AVN status report on a daily basis. In addition the section will ensure all units comply with aviation related Safety of Use Messages (SOUMs) by tracking compliance through AMTRACS, AMCOMs Web- based compliance reporting system. III Corps ACofS, G-4, AVN MRD will host a monthly Corps Aviation Maintenance Meeting to identify unit support requirements that may need to be coordinated. In addition, III Corps ACofS,G-4 AVN MRD will host the bi-weekly DA-G3 AVN Reset video teleconference (VTC) and the monthly OIF and/or OEF VTC; monitor and provide status of aviation RESET progress, in coordination with the Senior Commander; coordinate and oversee aviation maintenance priorities; assist with coordinating hangar space or maintenance space for mobilization (MOB) units and LBE aircraft; assist FORSCOM with maintenance issues dealing with III Corps aviation units; and monitor monthly readiness reports from units.

7-3. Reports
Units will provide III Corps ACofS, G-4, AVN MRD a unit daily status report, a copy of monthly readiness report, and a copy of aircraft transfer orders. Division West will provide a weekly update of the number of aircraft left at Fort Hood as training floats or held over at Fort Hood for transfer to other National Guard or USAR units.

7-4. Left behind equipment (LBE) aircraft
III Corps ACofS, G4, AVN MRD in coordination with 4/407th AFSBn, will monitor and provide oversight of LBE aircraft left at Fort Hood.

Chapter 8
Medical Equipment Maintenance

8-1. Authorized maintenance
   a. Units authorized a 68A IAW their unit MTOE are authorized a maintenance capability. Exceptions are the medical logistics management centers (MLMC) and Medical Commands.

b. Maintenance operations consist of any action taken to retain or restore materiel to operational serviceability. The scope of maintenance tasks ranges from PMCS to wholesale maintenance.

c. Defective or unserviceable medical equipment will only be repaired or serviced by school-trained medical equipment repairers in MOS 68A. Specialized trade requirements for medical equipment, for example welding and refrigeration support, will be performed under the direct supervision of a medical equipment maintainer.

d. Medical equipment repairs will be completed IAW the manufacturer's literature, 10/20 standards, and MAC. All equipment should be 100 percent fully mission completion of repair services.

(1) Perform electrical capable FMC upon safety testing after repairs or modifications have been made to the equipment's electrical or electronic circuitry.

(2) Verify calibration after replacement of any circuit boards or when repairs or adjustments have been made to the electronic circuitry.

8-2. Equipment

Equipment management is a command responsibility. Each commander must provide for the maintenance of equipment issued to, or under the responsibility of, his or her unit to, include the efficiency of programs established for this purpose. Maintenance of medical equipment includes:

a. Equipment operator PMCS, and medical equipment repairer PMCS, electrical safety inspections and tests, and CVC services.

b. Remedial maintenance, such as unscheduled repairs.

c. Overhaul and rebuild will be performed at MRMC Medical Maintenance Divisions, or at associate maintenance activities designated by USAMMA.

8-3. Levels of maintenance

a. AR 750-1 defines levels of maintenance. Organizational leadership must continuously emphasize a comprehensive medical equipment maintenance program.

b. The keystone to any successful unit maintenance program is effective equipment operator maintenance. Operator-level maintenance includes thoroughly checking the operation of equipment and all accessories. A disciplined operator level maintenance program will ensure operators maintain familiarity with their equipment and that all equipment and accessories are available for use during times of deployment.

c. Unit level maintenance. The unit's medical maintenance activity comprised of assigned medical equipment repairers in MOS 68A, perform maintenance on their unit's medical equipment. Unit-level maintenance includes cyclically scheduled maintenance and limited unscheduled or repair services. Extent of maintenance services, as well as limitations, for each equipment type or item that should be performed by the maintenance activity is identified in the MAC.

d. Direct support level maintenance. Medical maintenance activities perform direct support maintenance on medical equipment in the possession of their supported activities and within their geographical area of responsibility. Supported activities include medical teams, units, and elements; for example, forward surgical team, eye surgery team, pathology medical team, etc.) augmented to the organization.

e. Depot-level maintenance. Is the refurbishment or restoration of medical equipment to like-new condition for return to a supported unit or the wholesale supply system.

8-4. Automated outputs

a.   All MTOE medical equipment requiring PMCS will be loaded into the approved Army Standard Automated System, such as SAMS-1E or Defense Medical Logistics Standard Support (DMLSS).

b. Maintenance managers will ensure copies of the latest automated outputs and/or reports, applicable to equipment maintenance management, are available to maintenance personnel. See DA Pam 750-8 for guidance on available reports.

c. The DA Form 2406 (Materiel Condition Status Report) or automated report equivalent, will be forwarded to the Commander monthly and reported along with ground equipment to LIW.

d. Reconcile the work order register at least monthly. Physically account for all maintenance requests on the register and establish entries for those work orders on hand and not on the register.

8-5. Medical maintenance support

a. Units on Fort Hood with medical equipment are responsible for conducting their maintenance IAW current regulations if the unit is assigned medical equipment repairers in MOS 68A. If repairs are beyond the ability of the units or no 68A is assigned, the unit will coordinate directly with 61st Medical Maintenance Battalion for maintenance personnel or support.

b. Units must have all organizational maintenance significant medical equipment loaded in their SAMS1-E box IAW the SAMS1-E end user manual and generate a DA Form 2407 prior to dropping off equipment for repair or scheduled services. Units requesting maintenance services on equipment must identify the type of service required, for example, PMCS, repair, TI, and have all accessories available to include, but not limited to; kits, cables, chart paper, transducers, battery packs, and anything needed to operate the equipment for proper maintenance evaluation and fault detection.

Chapter 9
Commander Maintenance, Evaluation and Training (COMET) Team

9-1. Commander maintenance evaluation and training (COMET) team
The mission of the COMET team is to assist commanders throughout III Corps and Fort Hood in identifying and resolving equipment maintenance, supply and maintenance management problems within their units. The COMET team will provide feedback to commanders on their units' performance in meeting the Army standard for supply, maintenance management, and certain areas of financial management. The COMET team will also provide technical assistance and training for individuals and units; focusing on areas where improvement is needed to meet and exceed Army standards. The COMET team has the capability to provide assistance, evaluations and training in the following commodity areas:

a.   Maintenance management to include:
  (1) AMSS.
  (2) TAMMS.
  (3) Shop Supply Operations and/or SSL.
  (4) AOAP.
  (5) SAMS-1E/2E.
  (6) PMCS verification.
  (7) Tool room operations.
  (8) TMDE.
  (9) Driver training program.
  (10) Motor pool shop operations.
  (11) Schedule service program.
  (12) The Army Records Information Management System (ARIMS).
  (13) Small arms maintenance and/or arms room operation.
  (14) CBRN room operations.
  (15) C&E operations.
  (16) Night vision devices (NVD).
  (17) Aviation maintenance.
  (18) Army Award for Maintenance Excellence (AAME).
  b. Supply.
  (1)   Property accountability.
  (2) Unit supply room operation.
  (3) S4 operations.
  (4) Command Supply Discipline Program (CSDP).
  (5) SSA.
  (6) ARIMS.
  (7) Financial Liability Investigation of Property Loss (FLIPL) training.
  (8) Food service.
  (10) Supply Excellence Award (SEA).
  (11) POL.

9-2. Assistance visits

   a.   This type of visit is the most beneficial visit for commanders at all levels and can be directed or requested. The purpose of the assistance visit is to give the commander a complete evaluation of his or her unit's maintenance and supply operations and equipment status. The evaluation will target only those areas the commander feels are required for his or her intent and purpose. Findings of this visit are briefed to the commander requesting the visit and invited guests only. Provide a copy of the Training Assistance Outline (TAOs) used in the assistance visit to the unit upon the completion of the evaluation. Forward final copies of the results to the commander within seven workdays. The results of a command requested assistance visits will not be released to anyone other than the requesting commander or his or her designated representative.

   b.   An out-brief or can be arranged after completion of the assistance visit. A typical battalion assistance visit is usually a week long; a company level visit is usually one day. There are two types of assistance visits directed and requested.

(1) Directed visits. The III Corps Command Group, the ACofS G-4, or any commander in the unit chain of command can direct an assistance visit. These types of visits will take precedence over requested visits. Results of the visit can only be given to the commander directing the visit.

(2) Requested assistance visit. This visit can be requested by any unit commander, first sergeant, platoon leader, platoon sergeant or section chief. Results of the visit will only be given to the person requesting the assistance visit.

9-3. Feedback

The COMET team uses two ratings upon completion of an assistance visit to provide feedback to the commander. The unit will receive "sustain" or "improve" ratings on each separate area. DA guidelines listed in DA regulations, pamphlets, TMs, and FMs will govern standards.

a. Sustain. A "sustain" rating is achieved when the rated area is within the standards out lined in the publications that govern the particular area. Critical problems found that can be easily corrected on-the-spot will not affect the rating and will be corrected when found. The logistics analyst will determine if the problem can be corrected on-the spot.

b. Improve. A "T-is" rating is given when the rated area has numerous deficiencies and the deficiencies affect the overall operation of the area. Any deficiency or combination of deficiencies found that prevents the rated area from meeting published standards require this rating.

Chapter 10
Command Maintenance Discipline Program (CMDP)

10-1.   Command maintenance discipline program (CMDP)

a. The CMDP is the commander's program. This program assists subordinate commanders, directors and supervisors in getting back to basics in maintenance management and operations responsibilities to regulatory requirements and validate that units are adhering to existing Army and FORSCOM policies. The CMDP is the precursor to rewarding excellent performance by recognizing and nominating exceptional units to participate in the Chief of Staff, AAME program. IAW FORSCOM CMDP policy, each subordinate organization will appoint in writing a CMDP monitor and furnish the name, organization, telephone number and email address of the appointee to the III Corps G-4 MRD. The III Corps CMDP will be conducted in conjunction with the annual III Corps CSDP inspections. The objectives of the CMDP are:

(1) Establish policies and responsibilities for the maintenance of all materiel owned or supported by the Army.

(2) Establish maintenance discipline as a command priority.

(3) Ensure maintenance supports equipment readiness.

(4) Standardize maintenance requirements within regulatory guidance.

(5) Assist commanders with maintenance oversight and adherence to standards.

(6) Identify and resolve logistical problems adversely affecting readiness.

(7) Eliminate policy noncompliance.

b. Commanders of all HQs and MSCs will:

(1) Implement a CMDP for their unit.

(2) Appoint in writing a senior leader as a CMDP coordinator to oversee the program and provide a copy of the appointment orders to the III Corps ACofS,G-4 MRD within 30 days of appointment.

(3) Ensure all deficiencies identified by CMDP evaluations are corrected within 30 days. Any deficiencies that cannot be corrected will be reported to the III Corps ACofS, G-4 MRD.

(4) Use the CMDP evaluation results as a tool to determine and recommend candidates for the AAME program.

c. CMDP coordinators of all HQs and MSCs will:

(1) Assist all subordinate units with the development and implementation of their CMDP and ensure the commander's guidance is understood and adhered to.

(2) Ensure CMDP monitors are appointed at each subordinate unit and maintain a current list of all CMDP monitors.

(4) Use the evaluation listed in FOSCOM CMDP policy, located in Appendix B of this regulation, as a guide or checklist in the routine performance of duties.

(5) Review the results of CMDP evaluation and identify strengths and weakness evaluations have been completed.

(6) Advise the commander on the CMDP climate within the organization after scheduled evaluations have been completed.

(7) Verify all deficiencies identified by CMDP evaluations are corrected with 30 days or reported to immediate higher headquarters.

(8) Provide a copy of their plan and evaluations schedule to III Corps ACofS, G-4 MRD.

10-2. Maintenance discipline

a. Methods for enforcing maintenance discipline is accomplished through a combination of leadership, command emphasis, training, administrative measures, and disciplinary measures. Maintenance terrain walks and maintenance readiness reviews chaired by the Commander and/or XO are excellent examples of events that show command emphasis.

b. The best means of ensuring maintenance discipline is to be proactive and not reactive in maintenance operations. Maintenance discipline does not lend itself to infrequent emphasis. Enforcing discipline and compliance with regulations requires constant command emphasis. Commanders and supervisors must routinely adhere to CMDP procedures and conduct maintenance discipline training for all subordinates to effectively instill and maintain maintenance discipline, for example, PMCS procedures and service techniques.

10-3. Evaluations

Each command level is required to evaluate the immediate lower level of operations. Further evaluations of other levels are as required by a commander.

a. Field-level:

(1) Supervisors, namely commanders and managers, are primarily expected to use the CMDP to police their own operations. The most effective means of ensuring maintenance discipline is to have an internally self-administered program practiced on a routine basis.

(2) At these levels, the CMDP requires no additional recordkeeping. The normal recording of inspections, and so on, is still required.

(3) At the completion of an evaluation by a higher headquarters, the evaluated supervisor will determine a suspense date, or "get-well" date, for each finding to establish when each discrepancy will be resolved.

(4) The supervisor's chain of command is authorized to grant extensions to established suspense dates.

(5) Whenever the resolution of a finding is determined to be beyond the supervisor's capability— policy problems or conflicting command guidance— refer to paragraph b(5) below.

b. Parent organizations and higher commands:

(1) The immediate organizational level above the user and field level is the parent organization.

(2) The parent organization and higher command levels are required to evaluate the subordinate user and/or field-level for compliance with established policy.

(3) Parent organizations and higher command-levels will conduct formal evaluations of subordinate-levels and:

(a) Provide supervisors with feedback of their maintenance discipline performance.

(b) Identify maintenance problems and resolve difficulties before they become serious.

(c) Determine if resolution of past findings are complete and appropriate.

(4) Each parent organization and higher command will maintain a file of evaluations to record:

(a) Date of evaluation.

(b) Organization evaluated.

(c) Findings and associated suspense dates.

(d) Repeat findings.

(5) Some evaluation findings of noncompliance may be due to circumstances beyond the control of the evaluated organization; for example, the discrepancy is a result of conflicting command or policy guidance. The level conducting the evaluation is then responsible for elevating such a finding to the appropriate level capable of resolving the discrepancy.

c. Frequency of evaluation:

(1) Field-level supervisors fulfill their responsibilities as directed by their chain of command. The frequency of their internal evaluations is set as desired.

(2) A formal evaluation will be conducted on brigade and lower size units by their parent organization and/or the command that has training, resourcing, and authority (TRA) on a semi-annually. ACOMs and ASCCs will conduct inspections of their next lower commands at a minimum annually.

d. Evaluation procedures:

(1) The evaluation determines if an organization is complying with regulatory guidance.

(2) The requirements listing establishes minimum standards. Commanders are encouraged to develop command checklists using the requirements listing as a baseline.

(3) CMDP evaluations will include:

(a) A review of maintenance shop operations, dispatch procedures, operator training procedures, repair parts procedures, and safety. These areas are included in the requirements listing.

(b) Verification that school-trained maintenance personnel are assigned to and working in maintenance and TAMMS positions.

(4) Personnel undergoing the evaluation may make on-the-spot corrections.

(5) Evaluators will record findings on each applicable requirement in the requirements listing. Results of the last evaluation will be reviewed to determine if past discrepancies were resolved. Resolved and repeat findings will be noted.

(6) The organization's supervisor will be briefed on the findings at the completion of the evaluation. For each finding, the supervisor will establish, during the out-briefing, a suspense date for resolution of each discrepancy. In the case of a discrepancy due to circumstances beyond the control of the evaluated organization, refer to paragraph (9) below.

(7) In the case of repeat findings, the chain of command will be notified of the problem upon completion of the evaluation to reestablish compliance.

(8) The evaluated organization will be provided copies of each evaluation made under CMDP. The copies will specify any noncompliance findings along with the respective suspense dates determined by the supervisor. The evaluator will also retain a copy of the evaluation and use it for follow-up on corrective actions during the next periodic evaluation.

(9) If major problems with procedure or policy are surfaced during a CMDP evaluation, these findings will be elevated up the chain of command immediately. The problems will be elevated to that appropriate level capable of resolving the problems.

(10) In summary, the sequence of events is as follows:

(a) Organization is evaluated.

(b) Organization's supervisor establishes suspense dates for corrective actions.

(c) Supervisor is required to utilize evaluation results to improve on operations.

(d) Next routine evaluation occurs and will include review of corrective action(s) taken on last evaluation findings.

(e) Repeat findings require chain of command notification and assistance.

e. Intra-service support agreements. In order to make the CMDP a responsive and efficient program, maximum use of intra-service support agreements is encouraged. Numerous tenant units are located at many installations. Chain of command evaluations of these subordinate organizations IAW CMDP frequency requirements may create extensive travel and man-hour support. Therefore, ACOM, ASCC, and/or DRUs are encouraged to enter into intra-service support agreements to authorize installation commanders to conduct evaluations of applicable tenant units. Evaluation results would then be forwarded to the respective ACOM, ASCC, and/or DRU headquarters.

10-4. Medical maintenance command maintenance discipline program (CMDP)
The purpose of the CMDP is to improve medical maintenance posture through command discipline for improved logistics readiness. Implement a command maintenance program that provides capability to validate compliance and effectiveness, enforce fiscal responsibility, identify challenges, and provide visibility to the medical maintenance community.

a. This is to identify and resolve medical maintenance issues that are adversely affecting the readiness posture of the command, installation or activity.

(1) Conduct annual evaluation, not an inspection.

(2) Provide guidance or assistance.

(3) Ensure compliance.

(4) Standardize medical maintenance discipline requirements.

(5) Serve as a checklist for internal management controls.

b. The medical maintenance CMDP checklist is located in Appendix B.

Chapter 11
Left-Behind Equipment (LBE), Unit Maintained Equipment (UME) Policy and Procedures

11-1. Left behind equipment (LBE)

This chapter provides FORSCOM and III Corps and Fort Hood policy and procedures for left behind equipment (LBE) operations at Fort Hood. This chapter applies to all FORSCOM assigned units stationed at Fort Hood and rear detachments and supporting tenant organizations. The following terms are defined to insure a common understanding of LBE procedures and processes.

a. LBE: Maintenance significant items (MSI) found on maintenance MDF that remains at home station after the unit deploys. LBE is accounted for and sustained at home station by AMC until the unit returns or is redistributed in support of equipping priorities designated by FORSCOM, HQDA, and the Fort Hood Senior Commander.

b. Transfer: Moving equipment or materiel from one location and property book to another, which causes a change in accountability and responsibility for readiness. Transfer may occur within the parent unit structure to support the next deploying units.

c. Loan: Temporary movement of equipment or materiel to another location to fill Army requirements, training, or other missions for a short duration of time. Loaned equipment and materiel remains the property of the original owner.

d. Redeployment: Unit personnel and organizational equipment moving from a deployed AOR to home station.

e. Rear detachment equipment (RDE): Non-deploying equipment accounted for by rear detachment personnel.

f. Early return equipment (ERE): Unit redeployment equipment returned from the deployed AOR prior to the unit's established available load date (ALD).

g. Cascade: The planned transfer of a unit's LBE in support of another unit that will occur during the time AMC is accounting for the property. LBE cascade will generally be done in a shorter time period when compared to normal LBE transfer timelines.

11-2. Headquarters Department of the Army (HQDA) designated Army Materiel Command (AMC)

AMC is the executive agent for all aspects of LBE operations, to include funding and execution. IAW HQDA Army Campaign plan, the LBE program is designed to relieve active component commanders of equipment accountability and maintenance responsibility for equipment they do not deploy to a theater of operations. AMC designated ASC the mission to "coordinate and perform maintenance of left-behind

equipment. AMC exercises its responsibility at Fort Hood through the Army Field Support Battalion and the Logistics Support Elements at the 407th Army Field Support Brigade.

11-3. Unit status reporting (USR) and Army materiel status system (AMSS) of left behind equipment (LBE)
　　a. IAW paragraph 5 of HQDA supplement message USR guidance for LBE, redeploying units will coordinate with local ASC elements for receipt of automated maintenance status and AMSS data for their LBE NLT R+45. This data will be applied toward reporting the serviceability of the unit's equipment, both on hand and in LBE on unit's derivative unit identification code (DUIC) and will be used to assist in determining the unit's R-level measurements.
　　b. Senior commanders will direct redeployed units to initiate realignment of readiness data contained in ASC SAMS-1E to transit unit SAMS-1E system at R+45. The data alignment is to be completed prior to deployed units' first reporting period for USR and AMSS. Units will redeploy with the LIS as to accompany troops (TAT). Place the LIS in reset at NLT R+14. All SAMS-1E computer systems will be job ordered to the local reset program prior to departure on block leave. Once LIS is reset, units will begin realignment of UICs within LIS, to ensure the organization is properly reflected to include the LUIC with the unit's LBE within SAMS-1E.
　　c. The owning unit will report AMSS for equipment inducted in to LBE under an approved "early turn-in" exception policy. The local ASC element will continue to transmit AMSS data to the owning unit until all reportable equipment has been cleared from their LBE DUIC.
　　(1) Army materiel status system reporting:
　　(a) Senior commander will ensure that NLT R+60 or the first reporting period thereafter; LBE will be included in the redeployed units' monthly AMSS report.
　　(b) The reporting unit will coordinate with local ASC elements to receive LBE AMSS data prior to transmission of the unit's AMSS report. The reporting unit will ensure consolidated report (LBE and unit equipment) is transmitted to LOGSA. The local ASC element is to cease reporting AMSS data for the redeployed unit LBE by R+60.
　　(c) The reporting unit will submit to FORSCOM G-4, Equipment Readiness Division, the list of L-DUIC's that will be removed from ASC's force tree for inclusion in the unit's AMSS report. The list will be submitted to FORSCOM G-4 NLT the 11th of each month.
　　(2) Unit net-centric unit status report (NETUSR).
　　(a) The senior commander and redeployed unit will coordinate with local ASC element to receive the DA Form 2715 non-mission capable equipment report on a daily basis NLT R+45. The daily status report will be used by the unit to track and provide oversight of its LBE prior to re-issue.
　　(b) The senior commander will ensure redeployed units incorporate the status of LBE in its monthly NETUSR.

11-4. Unit maintained equipment (UME)
As the Army reduces the number of deployed forces and re-balances funding requirements, the LBE program is limited to small, separate units with little organic maintenance capability. The UME program returns the responsibility for maintaining non-deployed equipment back to the rear detachment of a deployed brigade and/or

battalion. The rear detachment uses organic assets, area support maintenance units, and the installation DOL to maintain equipment just as if operating in a non-deployed scenario. There may be case-by-case requirements for limited contract support approved by FORSCOM and III Corps Headquarters. All standard ARs and local policy regarding supply and maintenance operations apply to UME programs. UME programs are an area of special interest during CSDP and MCP inspections and have a period review every 90-days, or once per quarter, while the parent unit is deployed.

APPENDIX A
REFERENCES

Section I
Required references

AR 11-34 (cited in para 4-24e)
The Army Respiratory Protection Program

AR 25-2 (cited in figure B-5)
Information Assurance

AR 25-400-2 (cited in para 4-9f(2); 4-9h; figure B-1; figure B-3; figure B-5; figure B-6; figure B-10; figure B-12; figure B-14)
The Army Records Information Management System (ARIMS)

AR 40-5 (cited in para 4-24a(6); figure B-7; figure B-8)
Preventive Medicine

AR 40-61 (cited in para 2-1(x); 4-16c; figure B-8; figure B-14)
Medical Logistics Policies

AR 190-5 (cited in figure B-3; figure B-14)
Motor Vehicle Traffic Supervision

AR 190-11 (cited in table 2-1; figure B-3; B-12; B-13)
Physical Security of Arms, Ammunition and Explosives

AR 190-13 (cited in figure B-12)
The Army Physical Security Program

AR 190-51 (cited in para 4-13k; figure B-3; figure B-5; figure B-6; figure B-8; figure B-10; figure B-12; figure B-13)
Security of Unclassified Army Property (Sensitive and Nonsensitive)

AR 200-1 (cited in figure B-4; figure B-14)
Environmental Protection and Enhancement

AR 220-1 (cited in para 4-19f(3))
Army Unit Status Reporting and Force Registration – Consolidated Policies

AR 350-1 (cited in figure B-12)
Army Training and Leadership Development

AR 385-10 (cited in para 4-4c(7); figure B-3; figure B-5; figure B-6; figure B-7; figure B-14)
The Army Safety Program

AR 600-8-22 (cited in figure B-6)
Military Awards

AR 600-55 (cited in para 2-1(i); 6-4b; 6-4b(1); 6-4b(5); table 2-1; figure B-6; figure B-7)
The Army Driver and Operator Standardization Program

AR 700-14 (cited in figure B-14)
Logistics Assistance

AR 700-15 (cited in figure B-14)
Packaging of Materiel

AR 700-68 (cited in figure B-3; figure B-14)
Storage and Handling of Liquefied and Gaseous Compressed Gasses and Their Full and Empty Cylinders

AR 700-138 (cited in para 4-3a; 4-19f(3); figure B-1; figure B-3; figure B-5)
Army Logistics Readiness and Sustainability

AR 700-139 (cited in para 4-26a; figure B-14)
Army Warranty Program

AR 700-144 (cited in figure B-12; B-13)
Demilitarization and Trade Security Controls

AR 710-2 (cited in para 2-1d; 2-1(1); 4-9a(2); 4-9e(2); 4-9u(i); 4-13(g); 4-13i; figure B-5; figure B-8; figure B-11; figure B-12; figure B-13; figure B-14)
Supply Policy Below the National Level

AR 725-50 (cited in figure B-5)
Requisition, Receipt, and Issue System

AR 735-5 (cited in para 4-9p(3); 4-9u(2); 4-13(g); figure B-5; figure B-8; figure B-12; figure B-14)
Policies and Procedures for Property Accountability

AR 735-11-2 (cited in para 4-9p(3))
Reporting of Supply Discrepancies

AR 740-3 (cited in figure B-7; figure B-11)
Stock Readiness

AR 750-1 (cited in para 3-2; 3-3; 4-5a; 4-17c: 5-10a; 8-3a; figure B-2; figure B-3; figure B-4; figure B-5; figure B-7; figure B-8; figure B-9; figure B-10; figure B-11; figure B-12; figure B-13; figure B-14)
Army Materiel Maintenance Policy

AR 750-3 (cited in figure B-4)
Soldiers' Guide for Field Maintenance Operations

AR 750-10 (cited in para 4-19e)
Army Modification Program

AR 750-43 (cited in figure B-3; figure B-11; figure B-14)
Army Test, Measurement and Diagnostic Equipment (TMDE)

AR 840-10 (cited in para 4-21f)
Flags, Guidons, Streamers, Tabards and Automobile and Aircraft Plates

DA Pam 25-30 (cited in figure B-12)
Consolidated Index of Army Publications and Blank Forms

DA Pam 25-33 (cited in figure B-12)
User's Guide for Army Publications and Forms

DA Pam 25-403 (cited in figure B-5)
Guide to Recordkeeping in the Army

DA Pam 40-506 (cited in para 4-24f(2))
Occupational Health and Environmental Health Occupation Vision

DA Pam 40-501 (cited in figure B-3)
Hearing Conservation Program

DA Pam 385-10 (cited in figure B-6)
Army Safety Program

DA Pam 385-24 (cited in figure B-14)
The Army Radiation Safety Program

DA Pam 385-40 (cited in figure B-14)
Army Accident Investigation and Reporting

DA Pam 710-2-1 (cited in para 4-9g(3); 4-9g(4); 4-9g(5); 4-9g(6); 4-9g(7); 4-9i;
4-9j; 4-10w(5); 4-10w(6); 4-15b(4)(a); 4-15b(4)(e); table 2-1; figure B-3; figure B-5;
figure B-8; figure B-10; figure B-11; figure B-12; figure B-13; figure B-14)
Using Unit Supply System Manual Procedures

DA Pam 710-2-2 (cited in figure B-13)
Supply Support Activity Supply System: Manual Procedures

DA Pam 738-751 (cited in para 1-8)
Functional Users Manual for the Army Maintenance Management System

DA Pam 750-1 (cited in figure B-2; figure B-3; figure B-5; figure B-9; figure B-12)
Commanders' Maintenance Handbook

DA Pam 750-3 (cited in para 3-5; 4-16c; figure B-1; figure B-2; figure B-3; figure B-4; figure B-5; figure B-6; figure B-7; figure B-8; figure B-9; figure B-10; figure B-11; figure B-12; figure B-13)
Soldiers' Guide for Field Maintenance Operations

DA Pam 750-8 (cited in para 2-1(k); 4-5b(2); 4-16b; 4-19f(3); 4-19f(4); 4-26b; 4-19f(3); 4-19f(4); 4-26b; 5-8f; 5-8i; 5-10a; 5-14a; 5-22a; 5-22b; 5-22c; 6-4b(j))8-4b; figure B-1; figure B-2; figure B-3; figure B-4; figure B-5; figure B-6; figure B-7; figure B-8; figure B-10; figure B-11; figure B-14)
The Army Maintenance Management System (TAMMS) Users Manual

DODI 6055.4 (cited in figure B-6)
DoD Traffic Safety Program

FM 8-55 (cited in figure B-3)
Planning for Health Service Support

FM 9-207 (cited in para 4-23g)
Operation and Maintenance of Ordnance Materiel in Cold Weather

FM 21-60 (cited in figure B-6)
Visual Signals

FM 55-30 (cited in figure B-6)
Army Motor Transport Unit and Operations

TM 9-243 (cited in para 4-15c; figure B-8; figure B-10; figure B-14)
Use and Care of Hand Tools and Measuring Tools

TM 9-2530-200-24 (cited in para 4-18d; 4-18g; 4-184)
Unit Direct Support and Maintenance Manual Standards for Inspection and Classification of Tracks, Track Components and Solid Rubber Tires

TM 9-2610-200-14 (cited in para 4-17c)
Operator's, Unit, Direct Support and General Support Maintenance Manual for Care, Maintenance, Repair and Inspection of Pneumatic Tires and Inner Tubes

TM 9-6140-200-13 (cited in para 4-14c)
Operator's Unit, Intermediate Direct Support and Intermediate General Support Maintenance Manual for Lead-Acid Storage Batteries

TM 11-5820-890-10-8 (cited in figure B-7)
Operation of Battery Computer System AN/GYK-29 with SINCGARS Ground Radio
Sets

TM 38- 400 (cited in figure B-7)
Joint Service Manual (JSM) for Storage and Materials Handeling {NAVSUP PU}

TM 746-10 (cited in figure B-7)
General Packaging Instructions for Field Units

TM 750-254 (cited in para 4-23f(2))
Cooling Systems: Tactical Vehicles

TB 9-6140-252-13 (cited in para 4-22a)
Field and Sustainment Maintenance and Recovery Procedures for Automotive Hawker
ARMASAFE Plus Battery (NSN: 6140-01-485-1472

TB 38-750-2 (cited in figure B-14)
Maintenance Management Procedures for Medical Equipment

TB 43-0129 (figure B-7)
Safety Requirements for Use of Antenna and Mast Equipment

TB 43-0142 (cited in para 2-1(q); 4-15d(2); 4-15d(4); 4-15d(5); figure B-3; figure B-8)
Safety Inspection and Testing of Lifting Devices

TB 43-0151 (cited in para 2-1(r)); figure B-3)
Inspection and Test of Air and Other Gas Compressors

TB 43-0156 (cited in para 4-154-15d(2); 4-15d(4); figure B-3; figure B-8)
Safety Inspection and Operation of Stand, Vehicle Support: 5 Ton

TB 43-180 (cited in para para 2-1(s); 4-16; 4-16b; 4-16d; figure B-11; B-14)
Calibration Requirements for the Maintenance of Army Material

TB 43-0211 (cited in para5-7c; 5-7g; 5-8c; 5-8f; 5-11a; 5-12a; 5-12a; 5-15a; 5-15a; 5-16a; 5-22c; figure B-2)
Army Oil Analysis Program (AOAP) Guide for Leaders and Users

TB 43-0213 (cited in figure B-9)
Corrossion Prevention and Control (CPC) for Tactical Vehicles

TB 43-180 (cited in figure B-10; B-11)
Calibration and Repair Requirements for the Maintenance of Army Materiel

TB 385-4 (cited in figure B-3)
Safety Requirements for Maintenance of Electrical and Electronic Equipment

TB 600-1 (cited in figure B-6)
Procedures for Selection, Training, Testing, and Qualifying Operators of Equipment/Systems, Excluding Selected Watercraft and Aircraft, Managed/Supported by US Army Troop Support and Aviation Materiel Readiness Command

TB 600-2 (cited in figure B-6)
Procedures for Selection, Training, Testing, Qualifying and Licensing Operators of Construction Equipment, Materiel Handling Equipment and Armor-Vehicle-Launched Bridge (AVLB) Managed/Supported by US Army Tank Automotive Materiel Readiness Command

TB 710-5 (cited in figure B-7)
Unit Commander's Supply Handbook

TB 750-25 (cited in para 4-16b; figure B-B-8; figure B-11)
Maintenance of Supplies and Equipment: Army Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Repair Support (C&RS) Program

TB 750-651 (cited in para 4-23d(2))
Use of Antifreeze Multi-Engine Type Cleaning Compounds and Test Kit in Engine Cooling Systems

TB MED 7 (cited in figure B-14)
Maintenance Expenditure Limits for Medical Materiel

TB MED 521 (cited in figure B-14)
Occupational and Environmental health management and Control of Diagnostic, Therapeutic, and Medical Research, X-Ray Systems and Facilities

TB MED 524 (cited in figure B-14)
Occupational and Environmental Health: Control of Hazards to Health from Laser Radiation

TB MED 750-2 (cited in figure B-14)
Operating Guide for TOE Medical Equipment Maintenance

TC 9-237 (cited in para 4-25a)
Operator's Manual for Welding Theory and Application

TC 21-305-20 (cited in para 6-4b; figure B-6)
Manual for the Wheeled Vehicle Operator

TC 21-306 (cited in para 6-4b; figure B-6)
Tracked Combat Vehicle Driver

TC 24-20 (cited in figure B-10)
Tactical Wire and Cable Techniques

SB 8-75-1 (cited in figure B-14)
Army Medical Department Supply Information

STP 8-68A15-SM-TG (cited in figure B-14)
Soldier's Manual and Trainer's Guide for Biomedical Equipment Specialist

ATTP 4-33 (cited in para 3-5)
Maintenance Operations

Fort Hood Reg 350-7 (cited in para 6-2; figure B-3; figure B-5)
III Corps and Fort Hood Troop School

Fort Hood Reg 380-8 (cited in para 4-11)
Man Portable Air Defense System (MANPADS) Moving Target Simulator (MTS)

Fort Hood Reg 420-1 (cited in figure B-3)
Fire and Emergency Services

Fort Hood Reg 750-2 (cited in table 2-1)
Maintenance Policies and Procedures

Fort Hood Reg 750-17 (cited in para 4-10)
Accountability and Maintenance of MILVAN Equipment

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22 CFR 125.4

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Section II
Related References

AR 15-6
Procedures for Investigating Officers and Boards of Officers

AR 20-1
Inspector General Activities and Procedures

AR 40-3
Medical, Dental, and Veterinary Care

AR 190-13
The Army Physical Security Program

AR 700-4
Logistic Assistance

AR 710-1
Standard Study Number System and Replacement Factors

DA Pam 385-10
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DA Pam 385-40
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TM 9-1000-202-14
Evaluation of Cannon Tubes

TB 43-0118
Field Instructions for Painting and Preserving Communications-Electronics Equipment

TB 43-0120
Review Periods of Selected Electronics Equipment for Overhaul

TB 43-0147
Color, Marking and Camouflage Patterns Used on Military Equipment Managed by USATSARCOM

TB 385-6
60 Rules on Safety for Cranes and Excavators Used By Operating and Maintenance Personnel

FM 4-30.31
Recovery and Battle Damage Assessment and Repair

SB 3-30-2
Chemical Biological Canisters and Filter Elements Serviceability Lists

DoD Manual 4160.21-M
Defense Materiel Disposition Manual

Section III
Referenced Forms

DA Form 348
Equipment Operator's Qualification Record (except aircraft)

DA Form 1687
Notice of Delegation of Authority – Receipt for Supplies

DA Form 2062
Hand Receipt/Annex Number

DA Form 2401
Organization Control Record for Equipment

DA Form 2402
Exchange Tag

DA Form 2404
Maintenance Tag

DA Form 2406
Materiel Condition Status Report

DA Form 2407-E
Maintenance Request

DA Form 2408-4
Weapon Record Data

DA Form 2408-5
Equipment Modification Record

DA Form 2408-9
Equipment Control Record

DA Form 2408-13
Aircraft Status Information Record

DA Form 2408-14
Uncorrected Fault Record

DA Form 2408-20
Oil Analysis Log

DA Form 2715
AMSS Feeder Data Report

DA Form 2765-1
Request for Issue or Turn-In

DA Form 3161
Request for Issue or Turn In

DA Form 3254-R
Oil Analysis Recommendation and Feedback

DA Form 3266-1
Army Missile Materiel Readiness Report

DA Form 3266-2
Missile Materiel Condition Status Report Worksheet

DA Form 3318
Records of Demands

DA Form 3749
Equipment Receipt

DA Form 5624-R
DC Defibrillator Inspection Record

DA Form 5811-R
Certificate Lost or Damaged Class 5 Ammunitions Items (LRA)

DA Form 5982-E
Dispatch Control Log (EGA)

DA Form 5984-E
Operator's Permit Record (EGA)

DA Form 5987-E
Motor Equipment Dispatch (EGA)

DA Form 5989-E
Maintenance Request Register (EGA)

DA Form 5991-E
Oil Analysis Request (EGA)

DA Form 5988-E
Equipment Inspection Maintenance Worksheet

DA Form 7372
TMDE Calibration and Repair Data

DA Label 80
US Army Calibrated Instrument

DA Label 163
US Army Limited or Special Calibration

DA Label 175
Defibrillator Energy Output Certification

DD Form 5988-E
Equipment Inspection Maintenance Worksheet (EGA)

DD Form 314
Preventive Maintenance Schedule and Record

DD Form 518
Accident Identification Card

DD Form 771
Eyewear Prescription

DD Form 1348-1a
Issue Release/Receipt Document

DD Form 1970
Motor Equipment Utilization Record

DD Form 2026
Oil Analysis Request

DD Form 2163
Medical Equipment Verification Certification

OF 346
U.S. Government Motor Vehicle Operator's Identification Card

SF 91
Motor Vehicle Accident Report

SF 364
Report of Discrepancy (ROD)

Fort Hood Form 550
Property Issue and Turn In Log/Register

LIW Form 2408-9
Equipment Control Record

DRMS Form 145
Demilitarization Certificate

Appendix B
III Corps Command Maintenance Discipline Program (CMDP) Checklist

The III Corps G-4 Maintenance Readiness Division (MRD) CMDP covers the following area:

a. Army material status system (AMSS). Figure B-1 outlines checklist items for AMSS.

b. Army oil analysis program (AOAP). Figure B-2 outlines checklist items for AOAP.

c. Motor pool shop operations. Figure B-3 outlines checklist items for motor pool shop operations.

d. Maintenance management. Figure B-4 outlines checklist items for maintenance management operations.

e. SAMS-1E, TAMMS, SSL and dispatching. Figure B-5 outlines checklist items for SAMS-1E, TAMMS, SSL and dispatching.

f. Driver training program. Figure B-6 outlines checklist items for the driver's training program.

g. Preventive maintenance checks and services (PMCS). Figure B-7 outlines checklist items for PMCS.

h. Tool room operations. Figure B-8 outlines checklist items for tool room operations.

i. Scheduled services. Figure B-9 outlines checklist items for scheduled services.

j. Communication shop operations. Figure B-10 outlines checklist items for communication shop operations.

k. Test measurement and diagnostic equipment (TMDE). Figure B-11 outlines checklist items for TMDE.

l. Unit arms room operations. Figure B-12 outlines checklist items for unit arms room operations.

m. Armament repair shop. Figure B-13 outlines checklist items for armament repair shop.

n. Medical Maintenance Command Discipline Program (CMDP). Figure B-14 outlines checklist items for medical maintenance posture through command discipline.

Note: Checklists appearing in this regulation are current as of the date of this regulation and are provided as samples only. Check with either the III Corps G-4 MRD or the III Corps COMET team for the most current checklist. Table D-1 provides contact information. Use of the most current and up-to-date regulations for these checklists is required.

ANNEX 1-4	Date(s) of Evaluation:	
III CORPS CSDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Army Material Status System (AMSS)	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G-4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
1. Does the unit standard operating procedure (SOP) clearly outline the steps (processed over the reporting period) in the correct order to accurately process the AMSS MCSR report? SAMS-1E EUM, AR 700-138, DA Pam 750-8			
2. Is the most current maintenance master data File (MMDF) loaded in the SAMS-1E computer?			
3. Is the most current reportable MTOE and property book equipment data loaded in the unit authorizations by end item and system? AR 700-138, Table B-1			
4. Are there any non-reportable items loaded in the unit authorizations table? If so is there an MFR from the command authorizing it? AR 700-138 and SAMS-1E EUM			
5. Are all required systems loaded properly by system/subsystem? AR 700-138 Table B-2			
6. Are non-reportable items (i.e. machine guns, radios, generators) that deadline weapon systems loaded as subsystems? DA Pam 750-8			
7. Do ERC codes match the unit current MTOE in the SAMS-1E computer? AR 700-138 and MTOE			
8. Are newly issued and/or transferred items when a reportable item is on hand for a portion of a reporting period being reported? Is an entry made in the remarks block explaining the odd number of days? AR 700-138			
9. Are borrowed reportable items being input as above and reported? AR 700-138			
10. Are reportable items being tracked properly (miles/Km/hours)? AR 700-138			
11. Is a copy of the last AMSS process available and retained for at least six months? AR 700-138			
12. Are all daily non-mission capable (NMC) reports on hand until the end of month AMSS is ran? AR 700-138			
13. Are maintenance managers able to regenerate the last AMSS process? SAMS-1E EUM			
14. Are the following reports analyzed by unit maintenance managers as prescribed by the Commander, SAMS-1E EUM and SOP prior to running end of month reports?			
a. Usage data (overdue dispatches)			
b. Deadlining faults updated/corrected			
c. Work order history receive from higher			
d. Transactions receive supply status from SARSS			
e. Work order register			
f. Backup of unit data			
g. Review DA Form 2715 Feeder reports			
h. Parent unit receive from lower			

1 of 3

Figure B-1. Army materiel status system (AMSS)

ANNEX 1-4	Date(s) of Evaluation:	
III CORPS CSDP CHECKLIST	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Army Material Status System (AMSS)	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G-4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
15. On the DA Form 2715 does the Sub LINs show for all ILO equipment on the property book? AR 700-138, SAMS-1E EUM			
16. Is the readiness rate of the unit above 90%? AR 700-138			
17. Has any equipment failed to meet army standards due to parts, Organizational maintenance, work orders? AR 700-138			
18. Are all missile systems reported properly on separate DA Forms 3266-1 and -2? AR 700-138, Table B-4			
19. Are DA Forms 3266-1 and -2 maintained on file for 6 months? AR 700-138			
20. Are all missile systems loaded in the unit authorizations table? AR 700-138			
21. Are proper effect on system (EOS) codes used to show what parts of the system are down? AR 700-138.			
22. Are reports signed by the commander? AR 700-138			
23. Are reports properly filed using ARIMS? AR 25-400-2			
24. Does the unit retain operational readiness float systems (ORFs) and is it loaded into the SAMS-1E properly? AR 700-138			
25. Are ORFs reported separately on their own AMSS report using utilization code "4"? AR 700-138			
26. Are the ORF reports maintained on file for 6 months and signed by the commander? AR 700-138			
27. Are ORFs carried on the property book with a property book identification code (PBIC) of "F" so as to identify the ORF from organizational property? 22 CFR 125.4(b)(3) PBUSE EUM			
28. Are ORF reports signed by the commander? AR 700-138			
29. Are ORFs reports properly filed using ARIMS? AR 25-400-2			
30. Are the following publications on hand:			
a. AR 25-400-2, The Army Records Information Management System (ARIMS)			
b. AR 700-138, Army Logistics Readiness and Sustainability			
c. DA Pam 750-8, The Army Maintenance Management System			
d. DA Pam 750-3, Soldiers' Guide for Field Maintenance Operation			
e. AISM-25-L21-AHN-ZZZ-EM, SAMS-1E End User Manual			

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Figure B-1. Army materiel status system (AMSS) (continued)

ANNEX 1-4	Date(s) of Evaluation:	
III CORPS CSDP CHECKLIST	**Unit Representative & Phone:**	**GREEN 90% and above** **AMBER 70%-89%** **RED 69% and below**
Functional Area: Army Material Status System (AMSS)	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G-4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA

Comments:

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Evaluated by: _____

Date evaluated: _____

Figure B-1. Army material status system (AMSS) (continued)

ANNEX 1-5	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	**GREEN 90% and above** **AMBER 70%-89%** **RED 69% and below**
Functional Area: Army Oil Analysis Program (AOAP)	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
1. SOP: Is there a current signed SOP or annex on hand that covers all aspects of the unit's Army Oil Analysis Program (AOAP)? AR 750-1, DA Pam 750-1, and DA Pam 750-3			
2. SOP: Does the unit AOAP monitor have a current copy of the AOAP lab external SOP? AR 750-1 and DA Pam 750-1			
3. Appointment order: Has the commander appointed in writing a primary and alternate AOAP monitor? AR 750-1 and TB 43-0211			
4. Training: Have AOAP monitors been trained by the local supporting AOAP laboratory or installation laboratory and is a copy of the current training certificate or DD Form 1902 available? AR 750-1 and TB 43-0211			
5. Are sampling supplies on hand in sufficient quantity (90 days) and stored so as to avoid outside contamination? TB 43-0211			
a. Are sampling valves installed on all vehicles enrolled in AOAP as specified by the material proponent?			
b. Are vampire pumps available and stored to prevent contamination when not in use?			
6. Have unit operators been trained and certified in AOAP procedures (sample techniques, forms, and safety) and is training annotated on operator DA Form 348 and DA Form 5984-E? AR 750-1 and TB 43-0211			
7. Does the unit AOAP monitor know what action to take when the unit or the unit equipment is relocated or deployed? DA Pam 750-8			
8. Are samples submitted on DA Form 5991-E or DD 2026? DA Pam 750-8, TB 43-0211			
9. How long are DA Forms 5991-E or DD Forms 2026 kept on file? TB 43-0213, DA Pam 750-8			
10. Are oil samples taken to the AOAP lab the same day they are drawn? TB 43-0211			
11. Has the commander ensured that an interim or replacement PBO. Are special samples submitted when a component has "overheated, excessive oil loss, or loss of oil pressure, cloudy oil, visible metal particles, or sludge" in oil? TB 43-0211			
12. Does the unit start the engine and warm it up to operating temperature prior to taking an oil sample? TB 43-0211			
13. Are bottles properly marked once a sample has been taken? DA Pam 750-8, TB 43-0211			

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Figure B-2. Army oil analysis program (AOAP)

ANNEX 1-5	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Army Oil Analysis Program (AOAP)	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
14. Are special samples properly marked? TB 43-0211			
15. Is DA Form 2408-20, Oil Analysis Log, on hand, reviewed, maintained, and retained on file for six months after last entry is made? DA Pam 750-8			
a. Is the most recent printout from the AOAP lab on file?			
b. Is the unit using the PM AOAP website to view and print their AOAP reports?			
16. Automated Oil Analysis Request (DA Form 5991-E):			
a. Are the "to" and "from" blocks filled out correctly? TB 43-0211			
b. Is the equipment nomenclature correct, and does the component serial number match the DA Form 2026/5991-E? TB 43-0211			
c. Are the miles and hours since overhaul and since the last oil change accurate? TB 43-0211			
d. Does the individual who took the sample print and sign his name in the remarks block on DA Form 2026? DA Pam 750-8 and TB 43-0211			
e. Is the end item odometer reading correct? TB 43-0211 and AOAP lab handout			
f. Are remarks annotated in the recent component maintenance block? DA Pam 750-8 and TB 43-0211			
g. Is the listed unit POC the unit AOAP monitor? DA Pam 750-8			
17. Is safety equipment readily available and used during AOAP sampling (e.g., goggles, drip pans, drop clothes, spill kits, fire extinguishers, eye-wash, MSDSs, etc.)?			
18. Upon receiving DA Form 3254-R, Oil Analysis Recommendation and Feedback, from the lab, are units complying with recommendations and reasons for action? AR 750-1, TB 43-0211 and DA Pam 750-8			
a. Are the DA Forms 3254-R returned to the oil lab within 5 working days after maintenance is completed?			
b. Is feedback provided to the AOAP lab within 24 hours of identifying inspection findings and maintenance action taken?			
c. When DA Form 3254-R recommends to not operate equipment is the equipment deadlined in SAMS-1E?			
19. Are the following publications on hand:			
a. AR 750-1, Army Material Maintenance Policy			
b. DA Pam 750-1, Commander's Maintenance Handbook			

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Figure B-2. Army oil analysis program (AOAP) (continued)

ANNEX 1-5	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Army Oil Analysis Program (AOAP)	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**

Inspecting Office/Agency: G4, Logistics Maintenance Branch

Item	SAT	UNSAT	NA
c. DA Pam 750-8, The Army Maintenance Management System(TAMMS) User Manual			
19. Are the following publications on hand: (continued)			
d. DA Pam 750-3, Soldier Guide For Field maintenance Operation			
e. TB 43-0211, Army Oil Analysis Program			

Comments:

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Evaluated by: _____

Date evaluated: _____

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Figure B-2. Army oil analysis program (AOAP) (continued)

ANNEX 1-10	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Motor Pool Shop Operations	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
1. Is a current, signed, and up-to-date copy of the unit maintenance SOP or annex published? DA Pam 750-3			
2. Does the unit maintenance SOP or annex clearly define duties and responsibilities? AR 750-1			
3. Does the unit SOP cover the following areas of maintenance management and operations? DA Pam 750-3			
a. Duties and responsibilities			
b. Structure of unit maintenance personnel (how organized)			
c. TAMMS			
(1) Dispatch procedures			
(2) SAMS-1E operations			
(a) Routine transaction/report requirements			
(b) Connectivity			
(c) LIW 2408-9 (Equipment Control Record)			
(d) LIW ILAP (Integrated Logistics Analysis Program)			
(e) AEPS, MWO, MMIS, SOUM, PQDR, etc.			
(f) QA/QC procedures for maintenance and/or dispatching equipment			
d. PMCS procedures:			
(1) Procedures for field PMCS schedule			
(2) Procedures for scheduled field services			
(a) Fault recording and correction procedures			
(b) Field maintenance support for PMCS to operators			
(3) AOAP Program			
(4) TMDE Program			
e. Tool accountability and control procedures			
f. Safety requirements			
(1) Safety guidance associated with equipment maintenance			
(2) SOP/SOUM			
(3) HAZMAT proper handling and disposal			
(4) Lifting and holding device servicing			
(5) Arc welding and cutting			
(6) CARC (chemical agent resistant coating)			

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Figure B-3. Motor pool shop operations

ANNEX 1-10	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Motor Pool Shop Operations	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
g. Unit maintenance training			
(1) Unit program for sustainment training (operator, crew, and mechanic)			
(2) Procedures required to a obtain government operator permit			
(3) Driver or mechanic awards program			
(4) Single/multi-piece rims and wheels training			
h. Motor pool security			
i. Readiness reporting			
j. Publications			
k. Work order management			
(1) Maintenance priorities and task management			
(2) Controlled exchange procedures and requirements			
(3) Man-hour accounting			
(4) Maintenance evacuation requirements and procedures			
l. Equipment classification			
(1) End item/component classifications			
(2) ECOD/ACOD procedures			
(3) MEL procedures (ETM 0198)			
a. BDAR/R (battlefield damage assessment and repair/recovery)			
b. Repair parts management (Class IX)			
(1) QDR preparation/reporting			
(2) Involvement in equipment dispatch, scheduled services, command inspections			
(3) SSL/ASL development			
(4) Battery management program			
(5) Recoverable management			
(6) Scrap material management (non-HAZMAT)			
(7) Tire, track, road/wheel management			
o. Warranty Management Program			
p. ARIMS filing system			
q. Equipment winterization or extreme climate program			
4. Have (has) the maintenance supervisor(s) attended the motor pool managers course? (MP-MGRS) FH Reg 350-7			
5. Are required maintenance reports reviewed and analyzed prior to submission to the next higher HQ? DA Pam 750-1, AR 700-138			

Figure B-3. Motor pool shop operations (continued)

ANNEX 1-10	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	**GREEN 90% and above** **AMBER 70%-89%** **RED 69% and below**
Functional Area: Motor Pool Shop Operations	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
6. At a minimum, are all publications listed on hand? DA Pam 750-3 and DA Pam 750-1			
a. AR 750-43, Army Test Measurement and Diagnostics Equipment Program			
b. AR 190-11, Physical Security of Arms, Ammunition and Explosives			
c. AR 190-5, Motor Vehicle Traffic Supervision			
d. AR 750-1, Army Material Maintenance Policy			
e. DA Pam 750-8 The Army Maintenance Management System (TAMMS)			
f. DA Pam 750-3 Soldiers' Guide for Field Maintenance Operations			
g. FORSCOM Commanding General Command Maintenance Discipline Program (CMDP) Memorandum			
7. Are unit personnel man-hours tracked and annotated in the SAMS-1E computer? PS Mag. Issue 660 Nov 07.			
8. Is the Army Records Information Management System (ARIMS) used to identify and mark files? AR 25-400-2 and *https://www.arims.army.mil*			
9. Does the unit maintain records of all safety and maintenance-related training which has been conducted? AR 25-400-2			
10. Does the maintenance training program in the motor pool address topics such as: PMCS, equipment repair procedures, safety and life saving devices, and TMDE. DA Pam 750-3			
11. Is there at least one combat lifesaver assigned and trained in the motor pool? FM 8-55			
12. Does the maintenance supervisor have a master copy of all of his hand receipts? DA Pam 710-2-1			
13. Does the maintenance supervisor have a copy of his shortage annex initialed and dated by the Commander? DA Pam 710-2-1			
14. Are all tools sub hand receipted down to the user and does the motor sergeant have a copy? DA Pam 710-2-1			
15. Do the soldiers have a copy of their hand receipts (component listing)? DA Pam 710-2-1, TB 385-4, AR 25-400-2			
16. Are all hand receipts updated after any major field problems or every 6 months? DA Pam 710-2-1			
17. Are tool kits and boxes maintained and do they have a copy of their hand receipts? TM 9-243 and AR 710-2-1			

Figure B-3. Motor pool shop operations (continued)

ANNEX 1-10	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Motor Pool Shop Operations	**Evaluator Name & Phone:**	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
18. Are tools in bays secured? AR 190-51			
19. Does the commander or a designated representative (in writing) verify all corrective actions taken to repair a deadline fault? DA Pam 750-8			
20. Are DA Forms 5988-E being maintained on all equipment that has non-mission capable (NMC) deficiencies? DA Pam 750-8			
21. Does header information on DA Form 5988-E match the piece of equipment? DA Pam 750-8			
22. Are correct publications listed on the DA Forms 5988-E headings? Do maintenance personnel and operators ensure the following actions are taken when working with DA Forms 5988-E? DA Pam 750-8			
a. Parts installed are initialed off.			
b. All repaired deadline faults have been verified and the status symbol initialed by the QA/QC representative. DA Pam 750-8			
c. All repairs are annotated and initialed by the person performing the repair? DA Pam 750-8			
d. Any deadline fault has the status symbol of "X" and the TM item number is circled? DA Pam 750-8 Legend			
23. Are maintenance personnel using DA Form 5988-E to document inspections, periodic services, faults and actions taken? DA Pam 750-8			
24. Are safety deadline faults annotated with an "E" and the TM item number not circled? DA Pam 750-8			
25. If there are no faults found, then the date is placed in the corrective "Fault Description" column. DA Pam 750-8			
26. Is the DA Form 5988-E signed by the operator's supervisor only when there is a fault found? DA Pam 750-8			
27. Is there a system in place that allows DA Forms 5988-E to be updated in a timely manner? DA Pam 750-8			
28. Are operators annotating and updating DA Forms 5988-E correctly? DA Pam 750-8			
29. Are applicable safety procedures posted near hazardous areas of operations in the motor pool? AR 385-10			
30. Do personnel wear eye protection when using drills, grinders, or while working under equipment? AR 385-10			
31. Are both portable and fixed eye wash points tested weekly? TB 385-4			

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Figure B-3. Motor pool shop operations (continued)

ANNEX 1-10	Date(s) of Evaluation:			
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	**GREEN 90% and above AMBER 70%-89% RED 69% and below**		
Functional Area: Motor Pool Shop Operations	**Evaluator Name & Phone:**	**Checklist Date: 1 OCT 2011**		
Inspecting Office/Agency: G4, Logistics Maintenance Branch				

Item	SAT	UNSAT	NA
32. Are personnel working in high noise areas wearing hearing protection? DA Pam 40-501			
33. Are hazardous noise and eye protection signs posted? AR 385-10, DA Pam 40-501			
34. Do personnel working in maintenance areas remove jewelry and ID tags? AR 385-10			
35. Does the safety board (if maintained) display all required items? TB 385-4			
36. Is the safety board (if maintained) inspected every month? TB 385-4			
37. Are all applicable MSDSs readily available in the work area? 29 CFR 1910			
38. Is smoking only allowed outside the motor pool or in designated areas? FH Reg 420-1			
39. Is the shop ventilation system adequate to remove toxic fumes? AR 385-10			
40. Are industrial gases (full or empty) properly marked and stored? AR 700-68			
41. Are air compressors tested and stenciled with the last/next test date IAW TB 43-0151?			
42. Have the lifting devices been load tested annually? TB 43-0142, TB 43-0156			
43. Are procedures established to receive and disseminate Safety of Use Messages (SOUMs), Ground Precautionary Messages (GPMs), and Maintenance Advisory Messages (MAMs)? AR 750-1			
44. Does the unit conduct periodic maintenance meetings? Unit SOP			
45. Does the unit have clear guidelines for the proper disposal or recycling of batteries? SB 11-6			
46. Are there enough grounding points available? TB 385-4			
47. Have grounding points that require testing been tested? TB 385-4			
48. Are procedures in place to manage controlled exchange and eliminate cannibalization? AR 750-1			
49. Does the commander have an established quality control program? DA Pam 750-8			
50. Has the commander appointed a designated representative to do Quality Assurance/ Quality Control (QA/QC)? DA Pam 750-8			
51. Does the unit have a certified welding area? FH Reg. 420-1			
52. If not does the unit has a valid burn permit (DA Form 5383-R)? FH Reg 420-1			
53. Does the welding shop have the correct fire extinguishers on hand (ABC)? FH Reg. 420-1			

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Figure B-3. Motor pool shop operations (continued)

ANNEX 1-10	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	**GREEN 90% and above** **AMBER 70%-89%** **RED 69% and below**
Functional Area: Motor Pool Shop Operations	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
54. Have they been inspected monthly? FH Reg 420-1			
55. Are there MSDSs for all hazardous items in welding shop? 29 CFR 1910			
56. Does the welder have a copy of his hand receipts? DA Pam 710-2-1			
57. Does the welder have a copy of his shortage annex? DA Pam 710-2-1			
58. Does the welder have appropriate protective equipment and does he use it? FH Reg 750-2			
59. Does the welding shop have fire extinguishers and are they inspected and serviceable? 29 CFR 1910			

Comments:

Evaluated by: _____

Date evaluated: _____

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Figure B-3. Motor pool shop operations

ANNEX 1-10	Date(s) of Evaluation:			
III CORPS CMDP CHECKLIST	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below		
Functional Area: Motor Pool Shop Operations	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011		
Inspecting Office/Agency: G4, Logistics Maintenance Branch				

Item	SAT	UNSAT	NA
1. Has an officer or civilian equivalent been appointed in writing as maintenance officer? AR 750-1			
2. Has the command established a Command Maintenance Discipline Program (CMDP)? FORSCOM CG Memorandum There is no memorandum number			
3. Has a CMDP coordinator been appointed at the higher command and does the monitor have direct coordination? FORSCOM CG Memorandum There is no memorandum number			
4. Is there a CMDP monitor appointed at each command? FORSCOM CG Memorandum There is no memorandum number			
5. Is a current, signed, up-to-date copy of the maintenance SOP, or annex published? DA Pam 750-3			
6. Does the maintenance SOP or annex clearly define responsibilities? AR 750-1			
7. Has an operational readiness float policy been established? AR 750-1			
8. Has a warranty program been established? AR 750-1			
9. Have field maintenance operations been established? DA Pam 750-3			
10. Is contract maintenance used properly? AR 750-1			
11. Are procedures in place to manage controlled exchange and preclude unauthorized cannibalization? AR 750-1			
12. Does the unit maintain a copy of DA Form 2408-4 for each tank, artillery and mortar tube? DA Pam 750-8			
13. Is the commander utilizing external maintenance training resources? DA Pam 750-3			
14. Are results of the last command inspection on file? AR 750-1			
15. Is a key custodian appointed in the motor pool for maintaining vehicles keys, POL keys, shop stock and toolbox keys? AR 190-51			
16. Is the key inventory conducted on time and results on file? AR 190-11			
17. Are maintenance managers registered to access Logistics Information Warehouse (LIW)? DA Pam 750-3			
18. Are all required documents included in the equipment packet for equipment when it is either transferred or turned-in? DA Pam 750-3			
19. Are technical inspections performed prior to accepting work requests? DA Pam 750-3			
20. Has an environmental program been established? AR 750-1			
21. Has a primary and alternate ECO been appointed in writing? AR 200-1			
22. Are environmental records stored and maintained? AR 200-1			

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Figure B-4. Maintenance management and operations

ANNEX 1-10	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Motor Pool Shop Operations	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
23. Is there a spill prevention, control and countermeasures plan? AR 200-1			
24. Has a safety program been established? AR 385-10			
25. Are all new personnel trained to recognize specific hazards and risks in shop areas? AR 385-10			
26. Has the commander established an awards program for maintainers to receive a mechanic badge? DA Pam 750-3			

Comments:

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Evaluated by: _____

Date evaluated: _____

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Figure B-4. Maintenance management and operations (continued)

ANNEX 1-10	Date(s) of Evaluation:	GREEN 90% and above
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	AMBER 70%-89% RED 69% and below
Functional Area: Motor Pool Shop Operations	**Evaluator Name & Phone:**	**Checklist Date: 1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
1. SOP: Is the unit maintenance SOP signed and dated by the current commander and does it meets the requirement of DA Pam 750-3?			
2. SOP: Has the unit commander established and enforced equipment dispatch procedures? DA Pam 750-8			
3. SOP: Is the current supporting SSAs external SOP on hand? AR 750-1			
4. Publication availability: Are the following publications available to operate and maintain the SAMS-1E computer system, digital or hard copy? SAMS-1E EUM, DA Pam 750-8			
a. AR 25-2, Information Assurance			
b. AR 25-400-2, The Army Records Info Management System (ARIMS)			
c. AR 385-10, The Army Safety Program			
d. AR 700-138, Army Logistics Readiness and Sustainability			
e. AR 710-2, Supply Policy Below The National Level			
f. AR 725-50, Request, Receipt, and Issue System			
g. AR 735-5, Policy and Procedures for Property Accountability			
h. AR 750-1, Army Materiel Maintenance Policy			
i. DA Pam 25-403, Guide to Recordkeeping in the Army			
j. DA Pam 750-1, Commanders Maintenance Handbook			
k. DA Pam 750-8, The Army Maintenance Management System			
l. DA Pam 750-3, Soldiers Guide for Field Maintenance Operations			
m. DA Pam 710-2-1, Supply Support Operations			
n. SAMS-1E EUM SAMS-1E– (EUM) AISM-25L-L21-AHO-ZZZ-EM			
5. Appointment Order: Are current assumption of command orders and DA Forms 1687 on file with supporting SSA and maintenance support activity? DA Pam 710-2-1 and DA Pam 750-8			
6. Appointment Order: Has a responsible individual been appointed in writing to perform as unit dispatcher? DA Pam 750-8			
7. Appointment Order: Has the commander designated a representative to sign off post dispatch authorization? DA Pam 750-8			
8. SAMS-1E Administrator: Is an individual appointed in writing as the SAMS-1E computer system administrator? SAMS-1E EUM/Cdr Guide			

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Figure B-5. Standard Army maintenance system – installation enhanced (SAMS-IE), the Army maintenance management system (TAMMS) shop stock listing (SSL), and dispatching

ANNEX 1-14	Date(s) of Evaluation:	
III CORPS CSDP CHECKLIST	**Unit Representative & Phone:**	**GREEN 90% and above** **AMBER 70%-89%** **RED 69% and below**
Functional Area: SAMS-1E/Dispatching/TAMMS	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
9. SAMS-1E Users: Is each SAMS-1E computer operator appointed in writing and assigned a separate user identification and password for SAMS-1E computer? SAMS-1E EUM			
10. SAMS-1E User: Are the SAMS-1 computer operator training and have a copy of their certification available? FH Reg 350-7			
11. ARIMS: Are libraries and all collections of manuals (including electronic media) indexed for easy access and labeled in accordance with ARIMS? AR 25-400-2, Web site: https://www.arims.army.mil			
12. ARIMS: Are all maintenance activity files labeled in accordance with ARIMS? AR 25-400-2, Web site: https://www.arims.army.mil			
13. PMCS: Is the SAMS-1E computer system attached to a surge protector? SAMS-1E EUM			
14. PMCS: Is daily preventive maintenance checks and service (PMCS) being performed on SAMS-1E computer system and it loaded and has a DA Form 5988-E? Unit SOP			
15. PMCS: Does the unit have cleaning supplies (i.e., can air, static wipes) available for the SAMS-1E computer?			
16. PMCS: Is the unit maintaining proper control of diskettes and CDs by returning them to their protective jackets when not in use, correctly labeling them, and storing them away from magnetic sources, such as radios, telephones, and radar? SAMS-1E EUM, Unit SOP			
17. Back Ups: Is the SAMS-1E computer database backed up daily and the back-up disks retained at least a week? Is the backup media used labeled IAW ARIMS with the date in pencil that the last back up was performed? SAMS-1E EUM			
18. Reports: Are the printouts and automated reports generated by SAMS-1E computer maintained on file by the unit for the required period of time? AR 710-2, DA Pam 710-2-1and DA Pam 750-8			
19. Reports: Is a service schedule due report printed, on file and reviewed monthly? SAMS-1E EUM			
20. Reports: Is an excess management report printed and reviewed weekly? SAMS-1E EUM			
21. Reports: Is the commanders exception report printed, initialed, and signed prior to sending requisitions to the supply activity? SAMS-1E EUM			

Figure B-5. Standard Army maintenance system – installation enhanced (SAMS-IE), the Army maintenance management system (TAMMS) shop stock listing (SSL), and dispatching

ANNEX 1-14	Date(s) of Evaluation:	
III CORPS CSDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: SAMS-1E/Dispatching /TAMMS	**Evaluator Name & Phone:**	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
22. Reports: Are SSA reconciliations conducted and the results maintained on file for the past two months? DA Pam 710-2-1			
23. Shop Stock: Are all shop stock lines (SSLs) on hand or on order; and SSL locations properly identified and marked? AR 710-2 and DA Pam 710-2-1			
24. Shop Stock: Has the unit commander approved the unit SSL with his or her signature? AR 710-2			
25. Shop Stock: Does the unit have the capability to move its SSL into combat in one lift using organic transportation? AR 710-2			
26. Shop Stock: Has an SSL inventory been conducted in the last ninety days dated and signed by the commander? AR 710-2			
27. Shop Stock: Does the unit SSL exceed 150 lines? AR 710-2, DA Pam 710-2-1			
28. Shop Stock: Have the following physical protection measures for SSL been established IAW AR 190-51:			
a. Locked in a separate building, room or CONEX			
b. "Off Limits to Unauthorized Personnel" signs posted			
c. Access roster posted			
d. Key controlled and inventoried			
e. Access roster for signing out SSL keys			
29. Shop Stock: Has a demand analysis report been run in the last 180 days and is the report signed by the unit commander on file? DA Pam 710-2-1			
30. Shop Stock: Are daily supply transaction been process and delivered to supporting SSA, contact data correct? SAMS-1E EUM			
31. Shop Stock: Are the unit receiving daily statuses back from the supporting SSA, contact data correct? SAMS-1E EUM			
32. Shop Stock: Are document listed on the DCR Exception Status Report researched and appropriate action taken on each document? SAMS-1E EUM			
33. Repair Parts: Are repairs parts being issued to or signed for by either the operator of the equipment or maintenance personnel for installation? AR 710-2 and SAMS-1E EUM			
34. Repair Parts: Are repair parts being installed on equipment in a timely manner and are DA Forms 5988-E annotated correctly? DA Pam 750-8			
35. Repair Parts: Does the Parts Received not Install listing reconciles with the parts located in the equipment parts bin? SAMS-1E EUM			

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Figure B-5. Standard Army maintenance system – installation enhanced (SAMS-IE), the Army maintenance management system (TAMMS) shop stock listing (SSL), and dispatching

ANNEX 1-14	Date(s) of Evaluation:	
III CORPS CSDP CHECKLIST	**Unit Representative & Phone:**	**GREEN 90% and above AMBER 70%-89% RED 69% and below**
Functional Area: SAMS-1E/Dispatching/TAMMS	**Evaluator Name & Phone:**	**Checklist Date: 1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
36. Repair Parts: Are excess serviceable and unserviceable parts identified, properly tagged, stored separate and scheduled for turn-in in a timely manner? SAMS-1E EUM			
37. Dispatches: Are equipment dispatches being returned on time and properly closed out (i.e., current mileage/hours, fuel usage, oil added)? DA Pam 750-8			
38. Dispatches: Does the dispatcher check the operator's DA Form 5984-E to verify his or her qualifications to operate the equipment? DA Form 750-8			
39. Dispatches: Does each piece of dispatch-able equipment have an equipment record folder (log book)? DA Pam 750-8. (Must prove that responsibility for the property existed.)			
40. Dispatches: Listed below are forms required in each equipment record folder:			
a. DD Form 518 (2ea)			
b. SF91 (2ea)			
c. Current risk assessment			
d. Current DA Form 5988-E			
e. Current equipment dispatched			
41. Dispatches: Are vehicle and equipment with overdue services not dispatched and on "E" status? DA Pam 750-8			
42. Dispatches: Is equipment dispatched when evacuated to maintenance activity located outside of unit motor pool and work order on hand? DA Pam 750-8			
43. Dispatches: Is the unit retaining DA Form 5982-E/DA Form 2401 when dispatched equipment is involved in an accident? DA Pam 750-8			
44. Maintenance Records: Does the unit have any overdue services for any of its equipment, i.e. weapons etc…? DA Pam 750-8			
45. Maintenance Records: Does the unit have all weapons, CBRN and communication equipment entered into the unit SAMS-1E computer? DA Pam 750-8			
46. Maintenance Records: Are services for weapons, CBRN and communication equipment being tracked using the unit SAMS-1E computer? DA Pam 750-8			
47. Maintenance Records: Are daily maintenance transactions sent and receiving statuses returned from supporting maintenance activities: is contact information correct? DA Pam 750-8			

Figure B-5. Standard Army maintenance system – installation enhanced (SAMS-IE), the Army maintenance management system (TAMMS) shop stock listing (SSL), and dispatching

ANNEX 1-14	Date(s) of Evaluation:	
III CORPS CSDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: SAMS-1E/Dispatching/TAMMS	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**

Inspecting Office/Agency: G4, Logistics Maintenance Branch			

Item	SAT	UNSAT	NA
48. Maintenance Records: Are receipt copies of DA Forms 2407-E on file with the applicable DA Forms 5988-E for all equipment evacuated to support maintenance activity? DA Pam 750-8			
49. Maintenance Records: Are completed DA Forms 2407-E/SAMS-1E Work Order Detail (PCN ANH-018) on file for 180 days after equipment is repaired? DA Pam 750-8			
50. Maintenance Records: Are DA Form 2408-9 for unit equipment on-hand? DA Pam 750-8			
51. Maintenance Processes: Are MWOs applied in a timely manner? AR 750-1			
52. Maintenance Processes: Is the Maintenance Request Register reviewed periodically to ensure its accuracy? DA Pam 750-8			
53. Maintenance Processes: Are units utilizing DA Form 2407-E or _https://jdrs.mil/index.cfm_ to file warranty claims? DA Pam 750-8			
54. Maintenance Processes: Is the unit retaining DA Form 2407-E on file until warranty work is complete? DA Pam 750-8			
55. Maintenance Processes: Are product PQDR and Improvement Reports Web sites available? AR 750-1 _https://www.nslcptsmh.csd.disa.mil/accessforms/uarform.htm_			

Comments:

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Evaluated by: _____

Date evaluated: _____

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Figure B-5. Standard Army maintenance system – installation enhanced (SAMS-IE), the Army maintenance management system (TAMMS) shop stock listing (SSL), and dispatching

ANNEX 1-14	Date(s) of Evaluation:	
III CORPS CSDP CHECKLIST	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: SAMS-1E/Dispatching/TAMMS	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
1. SOP: Does the driver's training SOP or annex explain the unit driver training program to include the commander's guidance for interviewing and selecting potential equipment and vehicle operators? AR 600-55, DA Pam 750-3.			
2. SOP: Does the driver's training SOP or annex outline initial, sustainment, and remedial training for equipment and vehicle operators? AR 385-10, AR 600-55.			
3. Appointment Orders: Has the commander appointed in writing a master driver? Is the appointed master driver in the rank of SSG or above? ADTS			
4. Appointment Orders: Are the driver training instructors and examiners qualified and appointed on orders by the commander? AR 600-55			
5. Appointment Orders: If required, is there a qualified night vision device trainer/instructor assigned on orders? AR 600-55.			
6. Appointment Orders: Is there an individual appointed by the commander, to maintain driver records? AR 600-55			
7. Training: Are assigned operators licensed to operate the appropriate equipment (check the records of 10 operators)?			
8. Training: Are untrained assigned operators scheduled to attend drivers training (must be on a memorandum)?			
9. Training: Is the driver or equipment instructor trained, licensed, technically knowledgeable, and experienced on the equipment being used to train students? AR 600-55.			
10. Training: Is annual sustainment training conducted to maintain a high level of skill proficiency and to prevent poor driving habits? AR 600-55			
11. Training: Are first line supervisors or qualified individuals conducting annual check rides to assess driving proficiency and identify driver weakness and ensure it is annotated on the operator's DA Form 348? AR 600-55			
12. Training: Is there a remedial training program for drivers or operators who have misused equipment, demonstrated a need for additional training, or had a "driver at fault accident" or traffic violations and is it being annotated on the operator DA Form 348? AR 600-55			
13. Training: Is annual records review being conducted and annotated on the operator DA Form 348? Has each DA Form 348 been reviewed and updated annually to determine if the operator is eligible for safety awards, expiration of permits, accidents and moving traffic violations, remedial, required, or refresher training, reexamination, or license suspension? AR 600-55			

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Figure B-6. Drivers training program

ANNEX 1-9	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Drivers Training S4	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
14. Training: Is Accident Avoidance training being conducted IAW DODI 6055.4 and AR 385-10?			
15. Publications: Are the below listed references on available?			
a. AR 190-51, Motor Vehicle Traffic Supervision			
b. AR 385-10, The Army Safety Program			
c. AR 600-55, The Army Driver and Operator Standardization Program			
d. AR 25-400-2, The Army Record Information Management System (ARIMS)			
e. AR 600-8-22, Military Awards			
f. DA Pam 750-8, The Army Maintenance Management System(TAMMS)			
g. DA Pam 750-3, Soldiers' Guide for Field Maintenance Operations			
h. DA Pam 385-10, Army Safety Program			
i. TB 600-1 Procedure for Selecting, Training, Testing and Qualifying Operators			
j. TB 600-2, Procedure for Selecting, Training, Testing and Qualifying Operators			
k. TC 21-305-20, Manual for the Wheeled Vehicle Driver			
l. TC 21-305 series, Training Program for Wheeled Vehicles			
m. TC 21-306, Tracked Combat Vehicle Driver			
n. FM 21-60, Visual Signals			
o. FM 55-30, Army Motor Transport Unit and Operations			
p. Army Drivers' Training Strategy (ADTS)			
16. Records: Are all files maintained and labeled according to ARIMS? AR 25-400-2			
17. Records: Is there a DA Form 348 (original) on file for each operator? AR 600-55, DA Pam 750-8, ADTS			
18. Records: Is the issuing authority maintaining a ledger of all permits issued? AR 600-55			
19. Records: Has the unit established model specific equipment class codes to include NVG? AR 600-55			
20. Screening: Does the interview evaluate, at a minimum, the following areas: maturity, attitude, past driving record, hearing, extreme nervousness, or any abnormal characteristics? AR 600-55			
21. Medical Evaluations: When personnel with medical restrictions report the limitations to their commander or supervisor? Does the commander or supervisor verify the medical limitation with appropriate medical personnel? AR 600-55			
22. License: Are all licenses being signed by the BN commander or the designated representatives appointed in writing? AR 600-55.			

Figure B-6. Drivers training program (continued)

ANNEX 1-9 III CORPS CMDP CHECKLIST	Date(s) of Evaluation:	
	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Drivers Training S4	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
23. License: Are the license examiners DA Form 5984-E authenticated for each type of vehicle or equipment the individuals utilize for training? AR 600-55			
24. NVD Driving: Is there a night vision device (NVD) driver qualification program and is the training documented on DA Form 348? AR 600-55			
25. NVD Driving: Is refresher training conducted for vehicle operators who have not participated in an NVD driving mission in the past six months? AR 600-55			
26. Hazardous Materials: Is additional training provided for operators who transport hazardous material and is the training annotated on their operator permits and DA Form 348? AR 600-55			
27. Ground Support Equipment: Are operators trained, certified, and licensed on power generation equipment, 5KW and above, air compressors, heaters, forklifts, cranes, steam cleaners, pumping equipment, and is it annotated on DA Form 348 and DA Form 5984-E? AR 600-55			
28. Gas Generating Equipment: Are operators who perform tasks with oxygen, nitrogen, and/or acetylene certified as annotated on DA Form 348 and DA Form 5984-E? AR 600-55, TB 600-1			
29. Specialty vehicles: Has the commander established a training and qualification program for COTS and utility vehicles (M-Gators, Gators, "mule" utility vehicle and aircraft tugs)? AR 385-10			
30. Specialty Vehicles: Does the unit SOP cover the use of COTS and utility vehicles? AR 385-10			
31. Specialty Vehicle: Are training and qualification for COTS and utility vehicle annotated on the operator DA Form 348 and DA Form 5984-E? AR 600-55			
32. Miscellaneous Equipment: Does the unit have a training plans established for low density and mission unique equipment (i.e. food preparation equipment, field ranges and immersion heater)? AR 600-55			
33. Awards: Are drivers badges requested for operators who meet the requirements in AR 600-8-22?			
34. Awards: Are commanders recognizing operators who maintain outstanding safe driving records? AR 385-10, DA Pam 385-10			

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Figure B-6. Drivers training program (continued)

ANNEX 1-9 III CORPS CMDP CHECKLIST	Date(s) of Evaluation:	GREEN 90% and above AMBER 70%-89% RED 69% and below
	Unit Representative & Phone:	
Functional Area: Drivers Training S4	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA

Comments:

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Evaluated by: _____

Date evaluated: _____

B-6. Drivers training program (continued)

ANNEX 1-13	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	**GREEN 90% and above** **AMBER 70%-89%** **RED 69% and below**
Functional Area: Preventive Maintenance Checks and services (PMCS)	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
1. Is the chain of command present during scheduled PMCS? AR 750-1, DA Pam 750-3			
2. Is all the unit vehicles and equipment properly entered into the units SAMS-1E computer and are SAMS-1E automated forms being used to conduct PMCS? DA Pam 750-8			
3. Are operators trained and properly licensed for the equipment they are performing PMCS on and have their license with them? AR 600-55, DA Pam 750-3			
4. Are first line leaders supervising the operator conducting PMCS? AR 750-1			
5. Is PMCS scheduled on the training schedule? DA Pam 750-3			
6. Are operators aware of when the weekly (w) and monthly (m) PMCS checks are to be accomplished?			
7. Do operators have access to POL products during PMCS periods?			
8. Are maintenance personnel available to assist operators during PMCS periods? DA Pam 750-1			
9. Is PMCS being performed and documented correctly? DA Pam 750-8			
10. Are DA Forms 5988-E used to record faults during operator PMCS? DA Pam 750-8			
11. Are DA Forms 5988-E correctly completed during operator PMCS? DA Pam 750-8			
12. Are DA Forms 5988-E from the operator PMCS returned to unit maintenance in a timely manner? Unit SOP			
13. Were there any new other than NMC deficiencies detected?			
14. Do equipment operators use applicable technical manuals to perform and document PMCS? DA Pam 750-3			
15. Are Soldiers wearing the required Personal Protective Equipment (PPE) to perform maintenance tasks? AR 40-5; AR 385-10, TR 385-2			
16. Is operator level PMCS performed on installed radio systems and annotated on DA Form 5988-E? DA Pam 750-8 and applicable TMs			
17. Do all vehicle mounted antennas have safety tip balls installed? TB 43-0129			
18. Do all vehicle mounted antennas have a safety tie down properly attached? TB 43-0129			
19. If the vehicle mounted antenna is removed, does the antenna mount have a safety cap installed on top? TM 11-5820-890-10-8			

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B-7. Preventive maintenance checks and service (PMCS)

ANNEX 1-13	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Preventive Maintenance Checks and services (PMCS)	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
20. Are routine periodic inspections performed on all first aid kits and combat lifesaver kits? AR 40-5			
21. Are expired shelf-life items either replaced or extended by a competent medical authority? AR 40-61			
22. Are all required Basic Issue Items (BII) and Components of End Items (COEI) being maintained in a clean and serviceable condition? AR 750-1			
23. Is all required BII/COEI either on hand or on valid requisition? AR 750-1			
24. Is BII/COEI properly secured when not in use? AR 190-51			
25. Are trailers PMCS conducted when the prime mover is PMCS and are trailers parked with their prime mover?			
26. Are operators using locally developed checklists to perform PMCS on commercial off the shelf equipment? Unit SOP			
27. Is operator level PMCS performed on power generation equipment and annotated on DA Form 5988-E? Applicable equipment TM			
28. Does the S4 ensure that when commanders turn in end items, they are complete with all components and basic issue items? If the end items are not complete, is proper safety equipment on hand (fire extinguisher, axe, shovel, and mattock) prior to operation of the equipment? Applicable equipment TM			
29. Is the operator performing PMCS properly licensed on the equipment? AR 600-55			
30. Are generators properly grounded?			
31. Do vehicle operators have required forms in equipment record folders (log book) for dispatched equipment (DA Form 5988-E, dispatch printout, SF 91, and DD Form 518)? DA Pam 750-8			
32. Are the following items present on each vehicle or equipment IAW AR 385-10			
a. Chock block			
b. Drip cans			
33. Is operator-level PMCS performed on Automated Data Processing Equipment (ADPE) and annotated on DA Form 5988-E? DA Pam 750-8			
34. Mounted Systems: When antennas and/or antenna mounts are removed. Are cable connectors and antenna mounting points correctly protected from environmental elements? TM 11-5820-890-10-8			
35. Mounted Systems: Is PMCS for equipment mounted on vehicles concurrently performed with vehicle PMCS? DA Pam 750-1, Applicable equipment TM			

B-7. Preventive maintenance checks and service (PMCS)

ANNEX 1-13	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Preventive Maintenance Checks and services (PMCS)	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
36. Shelter Systems: Is operator level PMCS performed on all shelter mounted systems and annotated on DA Form 2404/5988-E? Applicable equipment TM			
37. Shelter Systems: Are shelters mounted on vehicles properly blocked and braced, and are tie-down cables properly secured? Applicable equipment TM			
38. Tents, Heaters, Stoves, Light Sets, etc. : Is operator level PMCS performed on tents, heaters, stoves, light sets, etc., and annotated on DA Form 5988-E? Applicable TM			
39. Food Service Equipment: Is operator level PMCS performed on all food service equipment and annotated on DA Form 5988-E? Applicable equipment TM			
40. Equipment Condition: After completion of PMCS, does equipment meet minimum standards IAW the equipment TM -10 and -20 series publications? If not, is appropriate action taken to notify supervisors and maintenance personnel for corrective measures? DA Pam 750-1			
41. Equipment Storage: After PMCS, is equipment properly stored? TB 710-5			
42. Equipment Storage: When battery operated equipment is stored, are batteries removed to prevent damage? TM 38-400			
43. When scratches, chips, or marring of paint surfaces are observed during PMCS, are they promptly repaired to prevent corrosion damage? AR 750-1			
44. NBC Operator PMCS: Are operator DA Forms 5988-E correctly completed? DA Pam 750-8			
45. NBC Operator PMCS: Are DA Forms 5988-E for operator PMCS returned to unit level maintenance in a timely manner? DA Pam 750-8			
46. NBC Operator PMCS: After completion of PMCS, does equipment meet minimum standards IAW the equipment TM -10 and -20 series publications? If not, is appropriate action taken to notify supervisors and maintenance personnel for corrective measures? AR 750-1, DA Pam 750-1			
47. NBC Equipment Condition: Is NBC equipment clean, complete, and serviceable?			
48. NBC Equipment Condition: After PMCS is equipment properly stored? AR 740-3 and TM 746-10			
49. Weapons Technical Manuals: Do equipment operators use the applicable technical manuals to perform and document their PMCS? AR 750-1, DA Pam 750-3			
50. Weapons Operator PMCS: Are DA Forms 2404/5988-E used to record faults during operator PMCS? DA Pam 750-8			

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B-7. Preventive maintenance checks and service (PMCS) (continued)

ANNEX 1-13	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Preventive Maintenance Checks and services (PMCS)	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
51. Weapons Operator PMCS: Are operator DA Forms 2404/5988-E correctly completed? DA Pam 750-8			
52. Weapons Operator PMCS: Are DA Forms 2404/5988-E for operator PMCS returned to unit level maintenance in a timely manner? DA Pam 750-8			
53. Weapons Operator PMCS: After completion of PMCS, does equipment meet minimum standards IAW the equipment TM -10 and –20 series publications? If not, is appropriate action taken to notify supervisors and maintenance personnel for corrective measures? AR 750-1; DA Pam 750-1 and DA Pam 750-3			

Comments:

Evaluated by: _____

Date evaluated: _____

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B-7. Preventive maintenance checks and service (PMCS) (continued)

ANNEX 1-17	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Tool Room Accountability	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
1. SOP: Does the unit maintenance SOP cover tool room operations and is there a copy in the tool room? At a minimum a copy of the annex covering tool room operations. DA Pam 750-3			
2. SOP: Is the unit maintenance SOP signed by the current commander? DA Pam 750-3			
3. Appointment Orders: Has the Commander appointed in writing a tool room custodian? DA Pam 710-2-1 and AR 735-5			
4. Tool Kits: Are individual tool sets, kits and outfits (SKOs) issued to using individuals on component hand receipts? DA Pam 710-2-1			
5. Tool Kits: Are tool kits that are assigned to users inventoried semi-annually or within 3 days of return from a field exercise or operational deployment? DA Pam 710-2-1			
6. Tool Kits: Are tool sets, kits, and outfits (SKOs), which are assigned to users and not in use, properly stored and secured? AR 190-51			
7. Tool Kits: Are tool sets, kits and outfits that are not issued to using individuals controlled using tool room procedures? DA Pam 710-2-1			
8. TMDE: Are all tools requiring calibration currently calibrated and do they have valid DA Label 80, DA Label 163 or DA Form 2417 affixed to them? TB 750-25			
9. TMDE: Do torque wrenches 1/2in and 3/4in drive have the counter clockwise label affixed to them? TB 750-25			
10. Security: Is the tool room secured with appropriate locks and checked frequently? DA Pam 750-2-1 and AR 190-51			
11. Security: Is tool room access roster posted which reflects access authorization for tool room? AR 190-51 and ` DA Pam 710-2-1			
12. Security: Are tool room keys controlled and is access limited to only supervisory and operating personnel? AR 190-51 and DA Pam 710-2-1			
13. Security: Are all tool sets or kits secured with US government-approved key operated lock? AR 190-51			
14. Security: Are there any unauthorized locks or locking devices in use, including master or set type locks? AR 190-51			
15. Security: Are portable hand tools, tool sets or kits and shop equipment secured properly (shop tools, air compressor, drill press, grinder, etc.) when not in use? AR 190-51			

B-8. Tool room operations

ANNEX 1-17	Date(s) of Evaluation:		
III CORPS CMDP CHECKLIST	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below	
Functional Area: Tool Room Accountability	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011	
Inspecting Office/Agency: G4, Logistics Maintenance Branch			

Item	SAT	UNSAT	NA
16. Tool Room: Is the tool room custodian assigned responsibility for all tools contained in the tool room using component hand receipts? DA Pam 710-2-1			
17. Inventories: Is the tool room inventoried semi-annually using the component hand receipt? AR 710-2, DA Pam 710-2-1			
18. Inventories: Is the component list based on the most current Supply Catalog (SC)? AR 710-2 (Note: The following Internet web site can be referenced for the most current updates to SC(s): https://weblog.logsa.army.mil/sko)			
19. Inventories: Does the motor sergeant possess a copy of the shortage annex for the tool room, initialed and dated by the commander? DA Pam 710-2-1			
20. Safety: Have items requiring load inspections been load tested and stenciled with next test date and load rating? (i.e. lifting device, heavy duty jack) TB 43-0142			
21. Safety: Are test and inspections due for tools and lifting devices annotated on DA Form 5988-E? DA Pam 750-8 and TB 43-0142			
22. Safety: Are jack stands entered into the unit SAMS-1E computer and are DA Forms 5988-E being inspected daily prior to use? TB 43-0156			
23. Safety: Are jack stands semi-annual service being tracked in the SAMS-1E computer and are the results of the last service on hand? TB 43-0156			
24. Tool Care: Are tools serviceable and properly maintained? TM 9-243			
25. Tool Care: Are unserviceable tools segregated, properly tagged, and promptly replaced? DA Pam 710-2-1 and TM 9-243			
26. Tool Care: Are unserviceable tools being turned in to the supply room? AR 710-2			
27. Does the S-4 ensure that when commanders turn in end items, they are complete? Is PM SKOT being utilized for tool replacement for tools under the tool warranty program? PM SKOT			
28. Tool Care: Are items stored in the tool room cleaned and/or lubricated as required to prevent the degradation of materiel (such as by rust, corrosion, mildew, etc.)? TM 9-243.			
29. Tool Sign Out: Is there a list available identifying who is authorized to sign for tools from the tool room? DA Pam 710-2-1			
30. Tool Sign Out: Does the tool room custodian confirm the identity of personnel requesting tools? DA Pam 710-2-1			

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B-8. Tool room operations (continued)

ANNEX 1-17	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Tool Room Accountability	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
31. Tool Sign Out: When tools are issued for one day or less, are tools signed out on DA Form 5519-R or FH Form 550? DA Pam 710-2-1 (Note: DA Form 5519-R or FH Form 550 can be used to record tool sign out.)			
32. Tool Sign Out: When a tool is issued for more than one day but less than 30 days, is a temporary hand receipt used (DA Form 3161)? DA Pam 710-2-1			
33. Tool Sign Out: When a tool is issued for more than 30 days, is a permanent hand receipt used (DA Form 2062)? DA Pam 710-2-1			
34. Tool Sign Out/ Card File: Do minimum file entries include: NSN, noun nomenclature, quantity issued, and date of issue, signature of individual receiving the tool, and initials of the tool room custodian when the tool is issued? DA Pam 710-2-1			
35. Card File: Does the locator file card have the following minimum entries: NSN, noun nomenclature, quantity authorized, quantity on hand, LIN of SKO it belongs and location for each tool? AR 710-2			
36. Card File: Are there a locator card file for every tool in each SKO, special tool and any other tools stored in the tool room? DA Pam 710-2-1			
37. Are the following publications on hand:			
a. AR 710-2, Supply Policy Below the National Level			
b. AR 750-1, Army Material Maintenance Policy			
c. AR 190-51, Security of Unclassified Army Property			
d. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures)			
e. DA Pam 750-8, The Army Maintenance Management System (TAMMS)			
d. DA Pam 750-3, Soldiers' Guide for Field Maintenance Operations			
e. TB 750-25, Maintenance Of Supplies and Equipment; Army Test Measurement and Test Equipment(TMDE)			
f. TB 43-0142, Safety Inspection and Testing of Lifting Devices			
g. TB 43-0156, Safety Inspection and Operation of Stand Vehicle Support			
h. TM 9-243, Use and Care of Hand Tools and Measuring Tools			

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B-8. Tool room operations (continued)

ANNEX 1-17	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Tool Room Accountability	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011

Inspecting Office/Agency: G4, Logistics Maintenance Branch				
Item	SAT	UNSAT	NA

Comments:

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Evaluated by: _____

Date evaluated: _____

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Figure B-8. Tool room operations (continued)

ANNEX 1-17	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Tool Room Accountability	**Evaluator Name & Phone:**	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
1. Does the Commander have an established Quality Control program for scheduled services and maintenance repairs? AR 750-1, DA Pam 750-3			
2. Does the unit have a current SOP? DA Pam 750-3, AR 750-1 and DA Pam 750-1			
3. Has the Commander appointed in writing a Quality Control inspector and are appointment orders available in the motor pool?			
4. Are scheduled services reflected on training schedules? If so how far in advance? DA Pam 750-3			
5. If the unit has equipment in the low usage program, are operators continuing to conduct -10 level PMCS? DA Pam 750-8			
6. If a unit has equipment enrolled in the low usage program, are inspections or exercises performed semiannually? AR 750-1			
7. If the unit has equipment enrolled in administrative storage are regulatory requirements met? AR 750-1			
8. Are supervisors and crew/operators assisting with maintenance during services of their equipment? DA Pam 750-3 and DA Pam 750-1			
9. Did operator/crew perform –10 TM PMCS on equipment before service? DA Pam 750-3			
10. Did crew/operator use current –10 TM? DA Pam 750-3			
11. Did crew/operator use correct item numbering? DA Pam 750-8			
12. If other faults are found not covered in the –10 TM service table, is operator or crew annotating the page, paragraph, or sequence number? DA Pam 750-8			
13. Did the crew or operator use correct status symbols? DA Pam 750-8			
14. Did crew or operator use preprinted forms besides DA Form 5988-E to perform –10 TM PMCS? DA Pam 750-8			
15. Did crew or operator leave one or two blank spaces between faults? DA Pam 750-8			
16. Road Test: before service, check for dispatch and mileage. IAW Unit SOP or -20 TM			
17. Are service DA Forms 5988-E maintained on file until next scheduled service is performed? DA Pam 750-8			
18. Did maintenance personnel use current –20 TM and LO? DA Pam 750-3			
19. Did maintenance personnel use-preprinted forms besides DA Form 5988-E to perform scheduled service? DA Pam 750-8			

B-9. Scheduled services

ANNEX 1-15	Date(s) of Evaluation:			
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below		
Functional Area: **Scheduled Services**	**Evaluator Name & Phone:**	Checklist Date: **1 OCT 2011**		
Inspecting Office/Agency: G4, Logistics Maintenance Branch				
Item		**SAT**	**UNSAT**	**NA**
20. Did maintenance personnel use proper item numbering IAW –20 TM? DA Pam 750-8				
21. If other faults are found not covered in the –20 TM service table, is maintenance personnel annotating the page, paragraph, or sequence number? DA Pam 750-8				
22. Did maintenance personnel use correct status symbols? DA Pam 750-8				
23. Did maintenance personnel identify and correct faults with proper annotation? DA Pam 750-8				
24. Do maintenance personnel leave one or two blank lines between faults? DA Pam 750-8				
25. Maintenance faults that need ordering: do they reflect on the parts request section of DA Form 5988-E with proper documentation? DA Pam 750-8				
26. Are scheduled services completed within variance allowed? DA Pam 750-8				
27. When schedule services are outside the variance allowed, what date do they reflect? DA Pam 750-8				
28. Is a vehicle or equipment considered NMC if the scheduled service is not performed during the allotted time? DA Pam 750-8				
29. BII: Are vehicles basic issue items checked for accountability and serviceability during scheduled service? AR 750-1				
30. Road Test: Is a copy of the closed dispatch form for road test upon completion of the scheduled service available (for motor vehicles only). DA Pam 750-3				
31. Has a Corrosion Prevention Control (CPC) program been established? TB 43-0213				
32. Has a firm training program been established with adequate personnel trained to perform CPC inspection, detection, and treatment at all maintenance levels (both military and civilian)? TB 43-0213				
33. Is the equipment being treated annually and is it being tracked in the units SAMS-1E computer as a special service?				

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Figure B-9. Scheduled services (continued)

ANNEX 1-15	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Scheduled Services	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA

Comments:

Evaluated by: _____

Date evaluated: _____

Figure B-9. Scheduled services (continued)

ANNEX 1-8	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Communication Shop Operations	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
1. SOP: Does the section have an up-to-date maintenance SOP on hand with signature of the current commander IAW AR 750-1 and DA Pam 750-3?			
2. Appointment Orders: Does the unit have current duty appointment orders for Quality Control and Safety IAW AR 190-51?			
3. Hand Receipt: Has the designated COMMO Chief signed his or her hand receipt to account for all equipment within the section IAW AR 710-2-1?			
4. Publications: Are appropriate technical manuals for communication systems and other equipment assigned to the section available IAW DA Pam 750-3?			
5. Training: Is sufficient time blocked on the training schedule for weekly operators PMCS IAW AR 750-1?			
6. Training: Is sufficient time blocked on the training schedule for scheduled services IAW AR 750-1?			
7. Records: Are current working copies of DA Forms 5988-E on hand and being kept in the equipment record folder? IAW AR 750-1 and DA Pam 750-8?			
8. Records: Are faults that do not require repair parts being corrected by the operator on-the-spot and not being annotated on the DA Form 5988-E IAW DA Pam 750-8?			
9. Records: After annotating a fault did the operator sign the DA Form 5988-E in the appropriate space IAW DA Pam 750-8?			
10. Records: Are faults noted on DA Form 5988-E requiring a PD 02/03 reflected on the Non-Mission Capable (NMC) report IAW DA Pam 750-8?			
11. Records: Is the unit filling procedures IAW AR 25-400-2?			
12. Parts: Are parts being installed within the required time IAW DA Pam 750-8?			
13. PMCS: Are maintenance faults on DA Form 5988-E clearly explained IAW DA Pam 750-8?			
14. PMCS: Are correct status symbols used when performing PMCS and properly annotated by the operators IAW DA Pam 750-8?			
15. SAMS-1E: Do item numbers match in the parts requested fault number block and maintenance faults block IAW SAMS-1E End User Manual?			
16. Quality Control: Is the designated representative for quality control initialing the DA Form 5988-E IAW DA Pam 750-8?			
17. Parts: Are parts ordered IAW DA Pam 750-8 and applicable TMs?			

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Figure B-10. Communications shop operations

ANNEX 1-8	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Communication Shop Operations	**Evaluator Name & Phone:**	Checklist Date: **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
18. Record: Are scheduled service packets complete and screened by a designated QC/QA NCO IAW DA Pam 750-3?			
19. Tool Kits:			
a. Are quarterly inventories being conducted on all tools kits to account for all tools and hand receipted to the user level IAW AR 750-1 and DA Pam 710-2-1?			
b. Are all tools clean and serviceable IAW TM 9-243, AR 750-1 and 710-2?			
c. Are all shortages identified (with document number) on a shortage annex or component hand receipt and are they on valid requisition IAW AR 750-1 and DA Pam 710-2-1?			
20. MWOs: Have all MWOs been applied to equipment requiring them IAW DA Pam 750-8 and AR 750-1?			
21. Equipment: Has wire (WD-1, WD-1A, and WF-16) been serviced and the reel tagged with continuity test date, number of splices, and tester's name? (This includes wire maintained at squad level.) TC 24-20			
22. Equipment: Are all faults identified and corrective action initiated IAW AR 750-1?			
23. Equipment: Is equipment FMC IAW AR 750-1 and DA Pam 750-8?			
24. Equipment: Do all omni-directional antennas have a protective safety tip secure to the end of the antenna element? Are they secured by electrical tape when required by equipment's TM IAW TB 43-0129?			
25. Equipment: Is communications equipment free of rust, and corrosion IAW DA Pam 750-1 and appropriate TMs?			
26. Equipment: Are all grounds tight, and held securely against the grounding surface? Is the ground screw free of paint and grease IAW appropriate TM's?			
27. Equipment: Are all bolts in place securing the radio shelf inside the vehicle? DA Pam 750-8 and appropriate TMs?			
28. Equipment: Is communication equipment requiring scheduled services, entered in the SAMS-1E computer IAW DA Pam 750-8 and DA Pam 750-1?			
29. Equipment: Is equipment requiring calibration up-to-date with the required DA Label 80 stamp IAW TB 43-180?			

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Figure B-10. Communications shop operations (continued)

ANNEX 1-8	Date(s) of Evaluation:	GREEN 90% and above AMBER 70%-89% RED 69% and below
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	
Functional Area: Communication Shop Operations	**Evaluator Name & Phone:**	**Checklist Date: 1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
30. Batteries: Does the section have a battery policy in place; which outlines the proper storage, handling and disposal of hazardous and non-hazardous batteries IAW AR 750-1?			
31. Batteries: Are all applicable material safety data sheets readily available in the work area IAW 29 CFR 1910?			

Comments:

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Evaluated by: _____

Date evaluated: _____

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Figure B-10. Communication shop operations (continued)

ANNEX 1-16	Date(s) of Evaluation:	
III CORPS CSDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Test Measurement and Diagnostic Equipment (TMDE)	**Evaluator Name & Phone:**	Checklist Date: **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
1. SOP: Does the unit maintenance SOP cover TMDE and is it signed and dated by the current commander? DA Pam 750-3.			
2. SOP: Does the unit TMDE coordinator have a current copy of the TMDE Support Activity (TSA) external SOP? AR 750-1 and TB 750-25			
3. Appointment Orders: Has the Commander appointed in writing a TMDE coordinator? AR 750-43			
4. Training: Has the TMDE coordinator been formally trained by the TSA and have a copy of certificate available? TB 750-25			
5. Publications: As a minimum does the TMDE coordinator have the following publications?			
a. AR 750-1, Army Material Maintenance Policy			
b. AR 750-43, Army Test Measurement and Diagnostics Equipment Program			
c. DA Pam 750-8, The Army Maintenance Management System (TAMMS)			
d. DA Pam 750-3 Soldiers' Guide for Field Maintenance Operations			
e. TB 750-25, Maintenance of Supplies and Equipment; Army Test Measurement and Test Equipment(TMDE), Calibration and Repair Support (C&RS)			
f. TB 43-180 Calibration and Repair Requirement Maintenance of Army Material			
6. Inventory: Has the property book and hand receipts been inventoried and documented to verify the types and quantities of on-hand TMDE that requires calibration or repair? TB 750-25			
7. Inventory: Is TB 43-180 used to as a guide to establish calibration and repair support (C&RS)? AR 750-43 and TB 750-25			
8. Inventory: Are TMDE changes, additions, or deletions identified to the TSA as they occur? AR 750-43, TB 750-25			
9. Hand Receipt: Is all TMDE hand receipted to the user? DA Pam 710-2-1			
10. Labels: Does TMDE in use have a current DA Label 80 or DA Label 163 affixed and properly annotated? AR 750-43 and TB 750-25			
11. Labels: For instruments not required calibration, are DA Labels 80 overprinted CNR, annotated properly, and affixed to the instrument? TB 750-25			
12. Labels: Has equipment, which has either exceeded its calibration due date or been found to be unserviceable or in a questionable condition, had its DA Label overprinted with "VOID" to prevent use? AR 750-43, TB 750-25			
13. Labels: When there is doubt about the accuracy of TMDE, is action taken to request unscheduled calibration? TB 750-25			

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B-11. Test measurement diagnostic and equipment (TMDE)

ANNEX 1-16	Date(s) of Evaluation:	
III CORPS CSDP CHECKLIST	**Unit Representative & Phone:**	**GREEN 90% and above** **AMBER 70%-89%** **RED 69% and below**
Functional Area: Test Measurement and Diagnostic Equipment (TMDE)	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
14. Labels: Is DA Form 7372 affixed to TMDE submitted to the TSA for C&RS? TB 750-25.			
15. Labels: Is the user maintaining the third copy of the DA Form 7372, for a period of at least one year after C&RS requirements are performed? TB 750-25.			
16. Does the S4 ensure that the property book officer provides guidance for establishing and maintaining activity register? AR 710-2, paragraph 2-6h			
17. File: Has the TMDE coordinator reviewed the IMRF to ensure all authorized TMDE is contained therein, and that the information is accurate? AR 750-43, TB 750-25			
18. File: Does the TMDE coordinator have a delinquent items list, provided by the TSA monthly, identifying TMDE not presented for calibration within the scheduled timeframe? TB 750-25			
19. File: Is this list reviewed and is action taken to obtain calibration service? TB 750-25			
20. Maintenance: Has an operator or unit level maintenance program been established for TMDE (including CNR labeled TMDE) IAW the equipment maintenance manuals? AR 750-43, TB 750-25			
21. Maintenance: Is PMCS being performed and documented, and are records being filed or kept with TMDE as appropriate? AR 750-1, DA Pam 750-8, TB 750-25			
22. Maintenance: Is command emphasis placed to ensure that excess or unserviceable TMDE is processed promptly through supply channels once it has been condition coded or purged through the Test Equipment Modernization (TEMOD) Program? AR 750-43, DA Pam 750-3			
23. Storage: If TMDE is in administrative storage, is it removed from C&RS recall (Cyclic Calibration of the PIL) but still retained on the IMRF? TB 750-25 AR 750-1, paragraph 8-1			
24. Storage: If TMDE is in administrative storage, is the DA Label 80 overprinted with "CBU" (calibrate before use)? TB 750-25			
25. Record: Has the organization met the minimum DA goal of having 95 % or above of the TMDE inventory, available to the user in a calibrated and repaired condition? AR 750-43			

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B-11. Test measurement diagnostic and equipment (TMDE) (continued)

ANNEX 1-16	Date(s) of Evaluation:	
III CORPS CSDP CHECKLIST	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Test Measurement and Diagnostic Equipment (TMDE)	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
26. Record: Is the TMDE owner or user delinquency rate (failure to submit for required calibration) 2 % or below? AR 750-43			

Comments:

Evaluated by: _____

Date evaluated: _____

Figure B-11. Test Measurement and Diagnostic Equipment (continued)

ANNEX 1-16	Date(s) of Evaluation:	
III CORPS CSDP CHECKLIST	**Unit Representative & Phone:**	**GREEN 90% and above** **AMBER 70%-89%** **RED 69% and below**
Functional Area: Test Measurement and Diagnostic Equipment (TMDE)	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
1. Is there a current, signed copy of the arms room SOP on hand? Is the arms room in compliance with this SOP? DA Pam 750-1			
2. Are applicable local regulations and state and local law information on the ownership, registration, and possession of weapons and ammunition posted on unit bulletin boards? AR 190-11			
3. Is the armorer, assistant armorer, and arms room officer assigned on orders? AR 190-11			
4. Has the commander established a non-attribution AA&E amnesty program? AR 710-2, DA Pam 710-2-1			
5. Is the amnesty program in the SOP and is it addressed in unit training? AR 710-2 , DA Pam 710-2-1			
6. Consolidated arms room. If there is more than one unit using the same arms room, has one commander been designated in writing as having overall responsibility for the security of the consolidated storage facility? AR 190-11			
7. Is the armorer, assistant armorer, and arms room officer assigned on orders? AR 190-11			
8. Has the armorer, assistant armorer, and arms room officer with authorized unaccompanied access to the arms room under gone a command security screening and background check. AR 190-11			
9. High value Items. If high value items such as field glasses, compasses, watches, night vision devices, laser designators, TMDE, etc., are stored in the arms room, has the commander approved this storage in writing? AR 190-11, AR 190-51			
10. Is the unit armorer school trained? AR 350-1			
11. Has the commander established a training program and refresher-briefing program for personnel who are responsible for the security and accountability of Arms, Ammunition, and Explosives (AA&E)? AR 190-11			
12. Are the appropriate or applicable TMs, TBs, MWOs, and general publications or manufacturer's manuals on hand in sufficient quantity to support the maintenance mission? If not, are they on order and their current status available? DA Pam 750-3			
13. Are rescinded, superseded, and obsolete publications promptly destroyed to prevent their inadvertent use? DA Pam 25-33			
14. Is the portion of the initial distribution list (DA Form 12 series) pertaining to the arms room on hand? DA Pam 25-33			

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Figure B-12. Unit arms room operations

ANNEX 1-7	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Unit Arms Room Operations	**Evaluator Name & Phone:**	**Checklist Date: 1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
15. Does the section review the initial distribution list at least semiannually? DA Pam 25-33, AR 710-2			
16. Are publications that are listed on the initial distribution list either on hand or on order? DA Pam 25-33			
17. Does the section reconcile on-hand publications with DA Pam 25-30 to ensure the most current copies are available? DA Pam 25-33			
18. Does the armorer maintain one set of PS magazine on hand for the last three years? DA Pam 750-3			
19. Does the armorer have current operator manuals per weapon and/or weapon system? DA Pam 750-3			
20. Are libraries and all collections of manuals (including electronic media) indexed for easy access and labeled in accordance with ARIMS? AR 25-400-2			
21. Are all maintenance activity files labeled in accordance with ARIMS? AR 25-400-2			
22. Do equipment operators use applicable technical manuals to perform and document their PMCS? DA Pam 750-3 and AR 750-1			
23. Are DA Forms 5988-E used to record faults during operator PMCS? DA Pam 750-8			
24. Are operator DA Forms 5988-E correctly completed? DA Pam 750-8			
25. Are DA Forms 5988-E for operator PMCS returned to the maintenance supervisor for action? DA Pam 750-8			
26. After completion of PMCS, does equipment meet minimum standards IAW the equipment TM -10 and –20 series publications? If not, is appropriate action taken to notify supervisors and maintenance personnel for corrective measures? AR 750-1, DA Pam 750-3			
27. Are all BII/COEI present and serviceable or on a valid supply request? AR 750-1			
28. Are repair parts and supplies required to complete the corrective actions on a valid funded requisition? AR 750-1, DA Pam 750-1			
29. Is the SAMS-1E computer system being used to track all scheduled services to include annual gauging? DA Pam 750-8			
30. Are DA Forms 5988-E on hand for each item or group of like items? DA Pam 750-8			

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Figure B-12. Unit arms room operations (continued)

ANNEX 1-7	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Unit Arms Room Operations	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
31. Is a receipt copy (DA Form 2407-E) of field level maintenance work requests or job orders on hand for weapons that were evacuated to higher-level maintenance? DA Pam 750-8			
32. Are copies of completed support maintenance work requests or job orders retained for 90 days after faults are corrected? DA Pam 750-8			
33. Are DA Form 5988-E updated when parts are installed on the weapons? DA Pam 750-8			
34. Are weapons with NMC faults (beyond the -20 level of maintenance) annotated on DA Form 5988-E being evacuated to field level maintenance within a timely manner of being identified? AR 750-1			
35. Are scheduled services being performed on all weapons within the scheduled variance on the SAMS-1E computer system? DA Pam 750-8, AR 750-1			
36. Are field level services and applicable gauging being performed on the M-16 series rifle, M4 Carbine, M203, M249, M60, MK19, M9, and M1911A1 within the scheduled variance? DA Pam 750-8			
37. Are all weapons and other equipment (spare barrels and bag accessories, tripods, blank adapters, magazines, bayonets, scopes, suppressors, night vision devices, laser designators, anemometers, foreign weapons, dehumidifiers, GPS, etc.) that are located in the arms room being properly maintained? AR 750-1, DA Pam 750-1			
38. Does the unit have a current copy of the supporting field level maintenance activity's SOP on hand? AR 750-1			
39. Are the DA Form 5988-Es used for services maintained on file until the next services are performed? DA Pam 750-8			
40. Has the commander designated personnel in the arms room to submit and pick up maintenance work requests or job orders at the supporting field level maintenance activity on DA Form 1687? DA Pam 710-2-1			
41. Are the completed DA Form 2407-Es used for annual gauging maintained on file until the completed next annual gauging? DA Pam 750-8			
42. Are all modified work orders (MWO) been applied to the applicable weapons? AR 750-1			
43. Have any unauthorized modifications been applied to any weapons or weapon system? AR 750-1			

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Figure B-12. Unit arms room operations (continued)

ANNEX 1-7	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Unit Arms Room Operations	**Evaluator Name & Phone:**	Checklist Date: 1 OCT 2011

Inspecting Office/Agency: G4, Logistics Maintenance Branch

Item	SAT	UNSAT	NA
44. Headspace or gauging: Are all fixed headspace machine gun barrels matched to, and tested with, a receiver and are these matched pair barrels tagged with the receiver's serial number? (Weapons appropriate TM's) (Note: Records must show that the spare barrel was tested with its matching receiver.)			
45. Is the armorer's tool kit complete and accounted for on a DA Form 2062, Hand Receipt-Annex Number? DA Pam 710-2-1, AR 710-2			
46. Does the armorer have an individual copy of the component hand receipt and the supply catalog (SC) to conduct inventories? AR 710-2, DA Pam 710-2-1			
47. Is the tool kit inventoried, at a minimum, quarterly when issued to the armorer or within 15 days of the tool kits returning from a field exercise or operational deployment? Are shortages identified and on valid requisition? AR 735-5, DA Pam 710-2-1, AR 710-2			
48. Are required special tools accounted for on DA Form 2062? DA Pam 710-2-1			
49. Are physical security inspections conducted at least every 18 months, and are reports available? AR 190-11, AR 190-13			
50. Are monthly inventories conducted and kept on file for record accordingly? AR 190-11, AR 710-2			
51. ARMS ROOM: Is the armorer able to identify which categories of arms and which categories and classes of ammunition are stored in the arms room? AR 190-11			
52. Has a DA Form 3749 been issued for each privately owned weapons (POWs) stored in the arms room? AR 190-11			
53. Is the DA Form 3749 retained in the arms room when the individual owner is in possession of the POW? AR 190-11			
54. Are POW withdrawn from the unit arms room only upon approval of the unit commander or a designated representative? AR190-11			
55. If there are POWs, privately owned ammunition, or authorized war trophies stored in the unit arms room, are they stored in a locked container separate from military weapons and ammunition? AR 190-11			
56. Are POWs, privately owned ammunition, and authorized war trophies that are stored in the arms room inventoried in conjunction with, and at the frequency of, the inventory of government weapons? AR 190-11			

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Figure B-12. Unit arms room operations (continued)

ANNEX 1-7	Date(s) of Evaluation:	GREEN 90% and above
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	AMBER 70%-89% RED 69% and below
Functional Area: Unit Arms Room Operations	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
57. HAZMAT: Are the material storage data sheet (MSDS) covering hazardous materials located in the arms room and designated cleaning area also readily available to Soldiers? Do these MSDSs clearly show the specific hazard and emergency first aid on each sheet (highlighted)? AR 710-2			
58. MAL: Is there a current and up-to-date master authorization list (MAL) available, showing DA Form 3749, Equipment Receipt Information, to identify those individuals authorized to sign out weapons? DA Pam 710-2-1.			
59. Are CIIC which require it, demilitarized IAW Defense Demilitarization Manual 4160.21M-1? AR 700-144, AR 710-2			
60. Are CIIC coded as sensitive or pilferable secured in a secure facility and not mixed with other Class IX repair parts? AR 710-2, DA Pam 750-3			
61. Does the armorer have a listing of authorized shop stock for the arms room available? AR 710-2			
62. Does the armorer have a listing of authorized bench stock for the arms room available? AR 710-2			
63. Bolt cutters: Are bolt cutters, hacksaws, cutting torches, hammers, chisels, crowbars, and similar tools that could be used to facilitate unauthorized access to the facility, racks, and containers removed from the immediate area? If these tools are in the arms room, are they secured in a locked container? AR190-11			

Comments:

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Evaluated by: _____

Date evaluated: _____

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Figure B-12. Unit arms rooms operations (continued)

ANNEX 1-7	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	**Unit Representative & Phone:**	**GREEN 90% and above** **AMBER 70%-89%** **RED 69% and below**
Functional Area: Unit Arms Room Operations	**Evaluator Name & Phone:**	**Checklist Date:** **1 OCT 2011**
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
1. Is there a current SOP or annex on hand which adequately outlines Bench Stock procedures? AR 750-1, DA Pam 750-3			
2. Does the maintenance SOP or annex clearly define responsibilities			
3. Does the repair shop have a listing of approved bench stock available? AR 710-2			
4. Has the maintenance officer approved the bench stock list or lists and is the list or lists reapproved semiannually? AR 710-2			
5. Is there an established plan outlined to replenish bench stock items and is this plan incorporated in the SOP? DA Pam 710-2-2			
6. Do the items on the bench stock list meet the qualifying criteria for stockage as outlined? AR 710-2, DA Pam 710-2-2			
7. Are bench stock lists and replenishment tags correctly prepared? DA Pam 710-2			
8. Are bench stock lines being replenished using UND of C? DA Pam 710-2-2, EUM			
9. Are bench stock items stored near work areas? DA Pam 710-2-2			
10. Are storage locations identified and labeled with location numbers and NSN?			
11. Are parts stored neatly and protected to prevent damage? DA Pam 710-2-2, AR 700-15,EUM			
12. Does the commander or designated representative ensure that bench stock with controlled item inventory code (CIIC) other than U are appropriately tracked and accounted for? AR 710-2, SAMS-1E, EUM			
13. Does the maintenance supply clerk check the DA Form 1687 to verify the individual is authorized to request or receive bench stock? AR 710-2, SAMS-1E, EUM			
14. Does the commander or designated representative ensure bench stock with CIIC other than U are inventoried and reconciled quarterly by NSN or part number? AR 710-2 SAMS-1E, EUM			
15. Are repair parts for small arms repair issued to the repairer by the maintenance control section? AR 710-2			
16. Are sensitive weapons repair parts inventoried quarterly? AR 710-2			
17. Is causative research accomplished for all inventory adjustments of sensitive weapons repair parts? AR 710-2, DA Pam 710-2-2			

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Figure B-13. Armament repair shop

ANNEX 1-7	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Unit Arms Room Operations	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
18. Is the material repairer performing duties at the same time as being a bench stock clerk? AR 710-2			
19. Does the commander or representative validate all requests for issue of SARP to verify quantity needed for repair or stockage and appropriate maintenance level IAW SMR code? AR 710-2			
20. Are small arm repair parts on shop stock demand supported? AR 710-2			
21. Does the ROP match usage? AR 710-2			
22. Has the maintenance officer approved the bench stock list semi-annually? AR 710-2			
23. Has control items on bench stock list been inventoried quarterly and is a copy of the last inventory on hand? AR 710-2			
24. Has the maintenance supervisor reviewed and inventoried the bench stock list and is a copy of the inventory on hand?			
25. Are there any sensitive weapons parts on bench stock? AR 710-2			
26. Is bench stock properly secured to prevent theft or loss? AR 190-11			
27. Are inventories for bench stock accurate in location and quantity? 100% accuracy is goal. AR 710-2, DA Pam 710-2-1			
28. Has bench stock required to be demilitarized been demilled by DRMO and is DD form 1348-1A, DRMS form 145 , AOA request, and D6Z request on hand? DOD 4160.21 M, AR 710-2			
29. Do small arms personnel have access to parts ordering systems? AR 710-2			
30. Is DOD 4160.21-M on hand? AR 710-2 paragraph 11-16 c, f			
31. Is the units DEMIL IAW the assigned item recoverability code, less small arm receivers, and end items? AR 710-2			
32. Are CIIC which require it, demilitarized IAW DOD Defense Demilitarization Manual, (DOD 4160.21-M)? AR 700-144, AR 710-2			
33. Are there parts on hand not dedicated to a work order or bench stock?			
34. Is the small arms supervisor screening bench stock request for issue by SMR code, CIIC, and recoverability code prior to turn in to maintenance control section?			
35. Has the shop stock list been inventoried quarterly and is a copy of the last inventory on hand? AR 710-2			
36. Are small arm repair parts on shop stock demand supported? AR 710-2			

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Figure B-13. Armament repair shop (continued)

ANNEX 1-7	Date(s) of Evaluation:	
III CORPS CMDP CHECKLIST	Unit Representative & Phone:	GREEN 90% and above AMBER 70%-89% RED 69% and below
Functional Area: Unit Arms Room Operations	Evaluator Name & Phone:	Checklist Date: 1 OCT 2011
Inspecting Office/Agency: G4, Logistics Maintenance Branch		

Item	SAT	UNSAT	NA
37. Are small arms parts on shop stock coded and secured and stocked separately from the rest of the shop stock? AR-710-2, AR 190-51			
38. Are CIIC coded as sensitive or pilferable secured in a secure facility and not mixed with other Class IX repair parts? AR 710-2			

Comments:

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Evaluated by: _____

Date evaluated: _____

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Figure B-13. Armament repair shop (continued)

COMMAND MAINTENANCE DISCIPLINE PROGRAM (CMDP) CHECKLIST		REVISED DATE: 1 MAR 2012			
FUNCTIONAL AREA: MEDICAL MAINTENANCE		INSPECTION DATE:			
INSPECTION OFFICE/AGENCY: S4/G4 LOGISTICS OFFICE		RATING:	GRN	AMB	RED
INSPECTOR'S NAME:		VAR%:(GRN=100)(AMB=70-99.9)(RED=0-69.9			
UNIT INSPECTED:	UIC:				
TASK: Validate unit's medical maintenance operations IAW unit's SOP and the references listed below					
CONDITIONS: Given the unit's maintenance SOP and references listed below, the unit must comply with the published guidance for overall effectiveness in a field or garrison environment.					
STANDARD: Establish and perform a maintenance operation program IAW unit's SOP and the references listed below.					

1. Medical Maintenance References (Maintenance managers should have the references listed below on hand/on file)					
Q	SPECIFIC QUESTION	REFERENCE	YES	NO	NA
1.1	AR 40-6 1 (Medical Logistics Policies)	AR 40-61			
1.2	AR 750-1 (Army Materiel Maintenance Policy)	AR 750-1			
1.3	TB MED 750-2 (Operating Guide for MTOE Medical Equipment Maintenance)	TB MED 750-2			
1.4	AR 190-5 (Security of Unclassified Army Property)	AR 190-51			
1.5	AR 220-1 (Army Unit Status Reporting and Force Registration)	AR 220-1			
1.6	AR 25-400-2 (The Army Records Information Management System [ARIMS])	AR 25-400-2			
1.7	AR 385-10 (The Army Safety Program)	AR 385-10			
1.8	AR 700-4 (Logistics Assistance)	AR 700-4			
1.9	AR 700-15 (Packaging of Materiel)	AR-700-150			
1.10	AR 700-68 (Storage and Handling of Liquified and Gaseous Compressed Gasses)	AR 700-68			
1-11	AR 700-138 (Army Logistics Readiness and Sustainability)	AR 700-138			
1-12	AR 700-139 (Army Warranty Program)	AR 700-139			
1.13	AR 710-2 (Supply Policy Below the National Level)	AR 710-2			
1.14	AR 735-5 (Policies and Procedures for Property Accountability)	AR 735-5			
1.15	AR 750-43 (Army Test, Measurement and Diagnostic Equipment)	AR 750-43			
1.16	DA PAM 385-24 (The Army Radiation Safety Program)	DA Pam 385-24			
1.17	DA PAM 385-40 (Army Accident Reporting and Records)	DA Pam 385-40			
1.18	DA PAM 710-2-1 (Using Unit Supply System (Manual Procedures)	DA Pam 710-2-1			

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Figure B-14. Medical maintenance management

COMMAND MAINTENANCE DISCIPLINE PROGRAM (CMDP) CHECKLIST		REVISED DATE: 1 MAR 2012			
FUNCTIONAL AREA: MEDICAL MAINTENANCE		INSPECTION DATE:			
INSPECTION OFFICE/AGENCY: S4/G4 LOGISTICS OFFICE		RATING:	GRN	AMB	RED
INSPECTOR'S NAME:		VAR%:(GRN=100)(AMB=70-99.9)(RED=0-69.9)			
UNIT INSPECTED:	UIC:				
TASK: Validate unit's medical maintenance operations IAW unit's SOP and the references listed below					
CONDITIONS: Given the unit's maintenance SOP and references listed below, the unit must comply with the published guidance for overall effectiveness in a field or garrison environment.					
STANDARD: Establish and perform a maintenance operation program IAW unit's SOP and the references listed below.					

Q	SPECIFIC QUESTION	REFERENCE	YES	NO	NA
1.19	DA Pam 710-2-2 (Supply Support Activity Supply System: Manual Procedures)	DA Pam 710-2-2			
1.20	DA Pam 750-8 (The Army Maintenance Management System [TAMMS] Users Manual)	DA Pam 750-8			
1.21	SB 8-75 Series (Army Medical Logistics Supply Bulletins)	SB 8 -75 Series			
1.22	TB MED 7 (Maintenance Expenditure Limits for Medical Materiel)	TB MED 7			
1.23	TB MED 521 (Occupational and Environmental Health Management and Control of Diagnostic, Therapeutic and Medical)	TB MED 521			
1.24	TB MED 524 (Control of Hazards to Health from Laser Radiation)	TB MED 524			
1.25	TB 38-7 50-2 (Maintenance Management Procedures for Medical Equipment)	TB 38-750-2			
1.26	TB 43-1 80 (Calibration & Repair Requirements for the Maintenance of Army Materiel)	TB 43-180			
1.27	STP 8-68A15-SM-TG (Soldier's Manual and Trainers Guide for Biomedical Equipment Specialist 68A)	STP 8-68A15 SM-TG			

REMARKS: _____

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Note: Questions are worth 1.54 each (YES/NA=1.54) (NO=0)
Questions 1.1 through 1.27 are worth 0: these are references only. 1.

Figure B-14. Medical maintenance management

COMMAND MAINTENANCE DISCIPLINE PROGRAM (CMDP) CHECKLIST	REVISED DATE: 1 MAR 2012			
FUNCTIONAL AREA: MEDICAL MAINTENANCE	INSPECTION DATE:			
INSPECTION OFFICE/AGENCY: S4/G4 LOGISTICS OFFICE	RATING:	GRN	AMB	RED
INSPECTOR'S NAME:	VAR%:(GRN=100)(AMB=70-99.9)(RED=0-69.9)			
UNIT INSPECTED: UIC:				
TASK: Validate unit's medical maintenance operations IAW unit's SOP and the references listed below				
CONDITIONS: Given the unit's maintenance SOP and references listed below, the unit must comply with the published guidance for overall effectiveness in a field or garrison environment.				
STANDARD: Establish and perform a maintenance operation program IAW unit's SOP and the references listed below.				

2. Medical Maintenance Management Process				
Q	SPECIFIC QUESTION	REFERENCE	YES	NO	NA
2.1	Has the maintenance manager been appointed in writing by the Commander?	AR 750-1, 3-7a			
2.2	Has the Commander published a maintenance directive emphasizing responsibilities of supervisors and equipment operators regarding the care, maintenance and documentation of medical equipment services?	TB MED 7 50-2, 1-6 AR 40-61, 6-2p SB 8-75-11, Ch 6			
2.3	Has the maintenance manager reviewed, signed and published the Internal Standing Operating Procedure (SOP)? Is the SOP IAW TB MED 750-2, App C? Ensure the maintenance manager has reviewed the SOP within the last 18 months	AR 750-1, 3-7b TB MED 750 -2, 1-7d & 1-7e, App C			
2.4	Does the internal SOP include detailed procedures to ensure Safe Medical Devices Act of 1990 standards are adhered to?	TB MED 75 0-2, App C-1 SB 8-75-11, C6			
2.5	Does the Internal SOP identify the satellite activities supported by the maintenance activity?	TB MED 750-2, App C			
2.6	Has the maintenance manager reviewed, signed and published a Customer Guide?	AR 40-61, Ch 6-3b1 AR 750-1, Ch 3-9b2 DA Pam 750-8, Ch 2-2d3			
2.7	Is all MTOE medical equipment requiring PMCS listed in the approved Army Standard Automated System, i.e., Standard Army Maintenance System - Enhanced (SAMS-E) or Defense Medical Logistics Standard Support (DMLSS)?	TB MED 750-2, 2-4			

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Figure B-14. Medical maintenance management

	COMMAND MAINTENANCE DISCIPLINE PROGRAM (CMDP) CHECKLIST	REVISED DATE: 1 MAR 2012			
	FUNCTIONAL AREA: MEDICAL MAINTENANCE	INSPECTION DATE:			
	INSPECTION OFFICE/AGENCY: S4/G4 LOGISTICS OFFICE	RATING:	GRN	AMB	RED
	INSPECTOR'S NAME:	VAR%:(GRN=100)(AMB=70-99.9)(RED=0-69.9)			
	UNIT INSPECTED: UIC:				

TASK: Validate unit's medical maintenance operations IAW unit's SOP and the references listed below

CONDITIONS: Given the unit's maintenance SOP and references listed below, the unit must comply with the published guidance for overall effectiveness in a field or garrison environment.

STANDARD: Establish and perform a maintenance operation program IAW unit's SOP and the references listed below.

Q	SPECIFIC QUESTION	REFERENCE	YES	NO	NA
2.8	Is all MTOE medical equipment requiring PMCS listed in the approved Army Standard Auto mated System, i.e., Standard Army Maintenance System - Enhanced (SAMS-E) or Defense Medical Logistics Standard Support (DMLSS)?	SB 8-75-11, Ch 6 AR 40-61, 6-19 TB MED 750-2, Ch 3			
2.9	Does the maintenance activity provide a copy of the scheduled services work orders to the Hand Receipt Holder (HRH) the month prior to performing the scheduled maintenance	TB MED 750-2, 5-3 a			
2.10	Has the maintenance activity maintained a monthly average manpower utilization rate above 50 percent for military for military personnel?	TB MED 750-2, Ch 3 AR 750-1, Ch 4-14			
2.11	Does the Commander's maintenance directive indicate who has authority to approve a one-time waiver of maintenance expenditure limits? Is the maintenance activity in compliance with the waiver program?	AR 40-61, 6-13d TB MED 750-2, 4-11			
2.12	Does the Commander's maintenance directive indicate who has authority to approve a onetime waiver of maintenance expenditure limits? Is the maintenance activity in compliance with the waiver program?	TB MED 750-2, 2-8			
2.13	Has the standard labor rate for the maintenance program been review and updated on a semi-annually	AR 750-1, f-6(1)(d)			
2.14	Is the medical maintenance activity manager regularly submitting DA Forms 2406 or an automated status report?	AR 700-138 TB MED 750-2, APP B			

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Figure B-14. Medical maintenance management (continued)

COMMAND MAINTENANCE DISCIPLINE PROGRAM (CMDP) CHECKLIST		REVISED DATE: 1 MAR 2012			
FUNCTIONAL AREA: MEDICAL MAINTENANCE		INSPECTION DATE:			
INSPECTION OFFICE/AGENCY: S4/G4 LOGISTICS OFFICE		RATING:	GRN	AMB	RED
INSPECTOR'S NAME:		VAR%:(GRN=100)(AMB=70-99.9)(RED=0-69.9)			
UNIT INSPECTED:	UIC:				
TASK: Validate unit's medical maintenance operations IAW unit's SOP and the references listed below					
CONDITIONS: Given the unit's maintenance SOP and references listed below, the unit must comply with the published guidance for overall effectiveness in a field or garrison environment.					
STANDARD: Establish and perform a maintenance operation program IAW unit's SOP and the references listed below.					

3. Medical Maintenance Management Procedures					
Q	SPECIFIC QUESTION	REFERENCE	YES	NO	NA
3.1	Has the maintenance activity established a program to initially inspect all medical equipment prior to use, i.e., pre-issue inspection/technical inspection (TI)?	AR 40-61, 6-2k TB MED 750-2 Ch 2			
3.2	Has the maintenance activity met the minimum acceptable scheduled services performance levels for preventive maintenance, electrical safety testing, and calibration/certification/verification services? The minimum acceptable level is 97%.	SB 8-75, Ch 6-6d2 AR 40-61, 6-19 TB MED 750-2, 5-2			
3.3	Do all equipment requiring calibration services have a DD Form 2163 annotated with a valid date and affixed on the equipment item?	AR 40-61, 6-6c TB MED 750-2, 5-7e			
3.4	Does defibrillator equipment have a DA Label 175 annotated with a valid date and is there a current completed DA Form 5624-R on file in the maintenance shop.	TB MED 750-2, 5-8			
3.5	Has the maintenance activity established a program to determine the economic reparability of medical equipment so maintenance expenditure limits are not exceeded without a Commander's (or designee) waiver of expenditure limits?	AR 40-61, 6-13b TB MED 750-2, 4-11			
3.6	Is there a valid 5988-E (Equipment Maintenance and Inspection Worksheet) or DA Form 5990-E (Maintenance Request) on hand reflecting the most recent maintenance service?	TB MED 750-2, 2-12 DA Pam 750-8, 3-3b4			

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Figure B-14. Medical maintenance management (continued)

	COMMAND MAINTENANCE DISCIPLINE PROGRAM (CMDP) CHECKLIST		REVISED DATE: 1 MAR 2012			

COMMAND MAINTENANCE DISCIPLINE PROGRAM (CMDP) CHECKLIST	REVISED DATE: 1 MAR 2012		
FUNCTIONAL AREA: MEDICAL MAINTENANCE	INSPECTION DATE:		
INSPECTION OFFICE/AGENCY: S4/G4 LOGISTICS OFFICE	RATING:	GRN	AMB	RED
INSPECTOR'S NAME:	VAR%:(GRN=100)(AMB=70-99.9)(RED=0-69.9)		
UNIT INSPECTED: UIC:			
TASK: Validate unit's medical maintenance operations IAW unit's SOP and the references listed below			
CONDITIONS: Given the unit's maintenance SOP and references listed below, the unit must comply with the published guidance for overall effectiveness in a field or garrison environment.			
STANDARD: Establish and perform a maintenance operation program IAW unit's SOP and the references listed below.			

Q	SPECIFIC QUESTION	REFERENCE	YES	NO	NA
3-7	Are maintenance requests being maintained on non-operational equipment and turn-ins?	TB MED 750-2			
3-8	Have all elements of cost been identified on work orders and input into the approved Army Standard Automated System? (SAMS-E or DMLSS)	TB MED 750-2, 4-1			
3-9	Are technical inspections for turn-in work orders properly condition coded and was the work order reviewed and signed by the senior maintenance manager?	TB MED 750-2, 8-8 & 8-11d			
3-10	Does the unit know how to secure medical equipment maintenance support for required preventive maintenance services or repair beyond the unit's organic capabilities?	SB 8-75-S6, Ch 1			
3.11	Does the medical maintenance activity have a battery maintenance program?	TB MED 750-2, App G			
3.12	Are DA Forms 3318 (Record of Demand-Title Insert) initiated for each MEDSTEP asset?	AR 40-61, 6-18c(4) TB MED 750-2, App N			

REMARKS: _____

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Figure B-14. Medical maintenance management (continued)

COMMAND MAINTENANCE DISCIPLINE PROGRAM (CMDP) CHECKLIST		REVISED DATE: 1 MAR 2012			
FUNCTIONAL AREA: MEDICAL MAINTENANCE		INSPECTION DATE:			
INSPECTION OFFICE/AGENCY: S4/G4 LOGISTICS OFFICE		RATING:	GRN	AMB	RED
INSPECTOR'S NAME:		VAR%:(GRN=100)(AMB=70-99.9)(RED=0-69.9			
UNIT INSPECTED:	UIC:				
TASK: Validate unit's medical maintenance operations IAW unit's SOP and the references listed below					
CONDITIONS: Given the unit's maintenance SOP and references listed below, the unit must comply with the published guidance for overall effectiveness in a field or garrison environment.					
STANDARD: Establish and perform a maintenance operation program IAW unit's SOP and the references listed below.					

4. Medical Maintenance – Automated maintenance Management System					
Q	SPECIFIC QUESTION	REFERENCE	YES	NO	NA
4.1	Are technical inspections for issue performed on new equipment before placing the equipment into use/operation?	TB MED 750-2, Ch 7 AR 40-61, Ch 6, Sec 11			
4.2	Is there a procedure in place to verify all initial services performed on new equipment items have been posted to the maintenance data base using appropriate action codes?	TB MED 750-2, 2-11c			
4-3	Has the work order register been reconciled at least monthly	TB MED 750-2, 2-11c			
4-4.	Is excess medical equipment being processed using the approved Army Standard Automated System Procedures, i.e., SAMS-E or DMLSS?	AR 40-61, 5-9 TB MED 750-2, Ch 8			
4-5	Has a legible copy of all completed scheduled and unscheduled services (whether in-house, contract, or other maintenance source) been provided to hand receipt holders?	TB MED 750-2, 5-3c			

REMARKS: _____

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Figure B-14. Medical maintenance management (continued)

Appendix C
Roadside Spot Inspection Program (RSIP).

The roadside spot inspection program (RSIP) is specifically designed to verify the ability of III Corps units to perform PMCS and correctly dispatch mechanically safe vehicles. It also recognizes exceptional vehicle operator performance as well as overall vehicular readiness status

a. Roadside inspections will be unannounced and will check organizational dispatches, operator competence and condition of vehicle. Vehicles may be stopped at any suitable, safe location within the III Corps area. Vehicle operators and occupants are expected to be courteous and cooperative.

b. The inspected vehicle or operator will be evaluated in three areas: PMCS, dispatch procedures, and highway safety.

(1) PMCS. Vehicles will be inspected IAW the day before, during, after, and weekly PMCS table of the appropriate operator's (-10) manual. The III Corps standard will be:

(a) A vehicle receiving a single –10 NMC deficiency will be considered NMC and will receive an unsatisfactory rating.

(b) Vehicles over due a scheduled service or brake test will receive an unsatisfactory rating.

(c) Vehicles with urgent MWO and/or SOUM not applied will receive an unsatisfactory rating.

(2) Dispatch procedures. Vehicle operators will receive an unsatisfactory rating if dispatch documents are not properly authenticated, complete, and in their possession. The authenticated and completed dispatch documents, which must be in the operator's possession, are as follows:

(a) A properly authenticated U.S. Government Motor Vehicle Operator's Identification Card, DA Form 5984E

(b) A properly completed and authenticated Motor Equipment Dispatch, DA Form 5987-E.

(c) A properly completed Equipment Inspection and Maintenance Worksheet (Daily), DA Form 5988-E.

(d) The correct operator's TM for the vehicle being operated.

(e) Accident Identification Card, DD Form 518 (2 copies).

(2) Operator's Report of Motor Vehicle Accident, Standard Form 91 (2 copies)

(3) Highway Safety. Inspected vehicles will receive an unsatisfactory rating for each of the following inoperative safety conditions.

(a) Improper functioning or adjustment of brakes, steering, lights, windshield wipers, horns, warning signals, and/or side or rearview mirrors.

(b) Broken, cracked, discolored, or frost- ice- snow-covered windshields, windows, mirrors, lights, or reflectors, or other conditions adversely affecting the vision of the driver.

(c) Cracked wheel hubs.

(d) Unserviceable troop safety straps ,when troops are being transported.

(e) Torn sheet metal with exposed sharp edges, that would cause a hazard to equipment or personnel

(f) Leaks from exhaust system, or missing exhaust pipe shields.

(g) Lack of safety or warning devices, for example, reflective warning triangles, first aid kit, vehicle chock blocks, BII for tire changing.

(h) Missing inoperable or unsealed fire extinguisher.

(i) Missing or inoperable seat belts and shoulder harnesses.

(4) In addition, operators will wear protective goggles when operating a vehicle without windshield or windshield in lowered position.

c. Safety conditions will not deadline the vehicle for readiness reporting IAW Appendix C, DA Pam 738-750.

d. Whenever possible, on-the-spot corrections of faults will be made. Vehicle operators are encouraged to perform "during operations checks" when stopped by the inspector.

e. If on-the-spot safety or maintenance corrections cannot be made, the owning unit Commander or First Sergeant will be called to take possession of the vehicle and will have two hours to respond with recovery or repair assets. The Battalion Commander or Command Sergeant Major (CSM) will be called if there is no response after 2 hours; the Brigade Commander or CSM will be called if there is no response within 4 hours. *Under no circumstances will a NMC vehicle be released without recovery by a unit recovery vehicle.*

f. Results of roadside inspection will be entered on RSIP checklist, Appendix C.

g. The inspector will enter information in all blocks of the RSIP checklist. The inspector will sign the checklist upon completion of the inspection. The inspector will retain one copy and provide one copy to the operator. The same vehicle will not be reinspected again for 14 days.

h. All RSIP checklists will be rated by the senior inspector and reviewed by the ACofS, G-4. Reports will be sent to the appropriate Battalion Commanders. Trends will be briefed to the III Corps Command Group. Repeat offender reports will be sent to the Deputy Commanding General for action.

i. Units receiving "unsatisfactory" vehicle ratings will be required to provide, through their chain of command, a written response, of corrective actions taken, to ACofS G-4 Maintenance, ATTN: AFZF-GL-M, Fort Hood TX 76542.

j. Vehicle operators receiving a "satisfactory" rating will receive a RSIP decal, which exempts the vehicle from roadside inspection for 14 days.

k. Commanders are urged to recognize unit maintenance personnel when vehicles receive a "no faults noted" or "satisfactory" rating.

Appendix D
Contacts

Table D-1. Contact information

Activity or Purpose	Contact
AOAP Field Operations USAMC LOGSA LEC AOAP Program Management Office	(CML) 256-955-0865 or DSN 312-645-0865
ARIMS	https://www.arims.army.mil
CCC	Building 88019, 254-288-5256
COMET team: III Corps	254-287-3340
COMET team: 1CD	Building 2800, Room 1125, 254-287-7883
COMET team: 13th ESC	Building 39042, 254-287-9217
III Corps G-4 MRD	254-286-6070
LAO: 1CD	Building 4434, 254-287-9192
LAO: 13th ESC(E)	Building 4419, 254-287-6608
Logistics information warehouse (LIW)	https://liw.logsa.army.mil/index.cfm?fuseaction=login
Local Hazard Training Course II	http://training.hood.army.mil/safety
Intermediate Traffic Safety Training Course III	Building 90074 (WFH), https://apps.imcom.army.mil/airs
IOC	254-287-2520 or hood.garrison.ioc@conus.army.mil
Joint Deficiency Reporting System (JDRS)	https://jdrs.mil/index.cfm
Program Manager Sets, Kits, Outfits and Tools (PM SKOT)	https://pmskot.army.mil/
TMDE	Building 88039 254-287-1206
Updates to SCs	https://weblog.logsa.army.mil/sko

Legend
AOAP – Army Oil Analysis Program
ARIMS – Army Information Management System
CCC – corrosion control center
CML - commercial
COMET – commander maintenance and evaluation team
DSN – direct switch network
IOC – installation operations center
JDRS – Joint Deficiency Reporting System
LAO – Logistics Assistance Office
LIW – logistics information warehouse
LOGSA – United States Army Logistics Support Agency
LEC – Logistics and Engineering Center
Program Manager Sets, Kits, Outfits and Tools (PM SKOT) -
SC – supply catalog
USAMC – United States Army Materiel Command
WFH – West Fort Hood
III Corps G-4 MRD – III Corps G-4 Maintenance Readiness Division
1CD – First Cavalry Division
13th ESC(E) – Thirteenth Expeditionary Support Commend

Glossary

Section I
Abbreviations

AAL
additional authorized list

AA&E
arms, ammunition, and explosives

AAME
Army Award for Maintenance Excellence

AAR
after action review

AC
active component

ACofS
Assistant Chief of Staff

ACWT
average customer wait time

ACH
Advanced Combat Helmet

ADP
automated data processing

ADPE
automated data processing equipment

ADTS
Army drivers' training strategy

AFSB
Army Field Support Brigade

AFSBn
Army Field Support Battalion

AMC
Army Materiel Command

AMDF
army master data file

AMSS
Army materiel status system

AMV
Army motor vehicle

ANMCS
anticipated not mission capable supply

AOAP
Army oil analysis program

AOR
Area of responsibility

APMS
Army Portfolio Management System

ARI
automatic reset induction

ARIMS
Army Records Information Management System

ARMT
Automated reset management tool

ASC
Army Sustainment Command

ASCC
Army Service Component Command

ASL
authorized stockage list

ATE
automated test equipment

ATSTs
Area TMDE support teams

ATSTP
Army Traffic Safety Training Program

ATV
all-terrain vehicles

AV
asset visibility

AVD
available load date

AVIM
aviation intermediate maintenance

AVUM
aviation unit maintenance

AVN
aviation

BCT
brigade combat team

BDAR
battlefield damage assessment and repair

BFV
bradley fighting vehicle

BII
basic issue items

BITE
built in test equipment

BLSTs
brigade logistics support team

BMO
battalion maintenance officer

BN
Battalion

BS
bench stock

BSB
brigade support battalion

C&RS
calibration and repair

CAB
combat aviation brigade

CARC
chemical agent resistant coating

CBRNe
chemical, biological, radiological, and nuclear explosive

CBU
calibrate before use

CCC
corrosion control center

CEF
Contingency Expeditionary Force

CFV
cavalry fighting vehicle

CG
commanding general

CIIC
controlled inventory item code

CIF
central issue facility

CLRT
command logistics review team

CMDP
command maintenance discipline program

CNR
calibration not required

COEI
component of end item

COMET
commander maintenance evaluation and training (team)

COMMO
communications

COMSEC
communication security

CONEX
container express

COTS
commercial off-the-shelf

CSDP
command supply discipline program

CSS
combat service support

CSM
Command Sergeant Major

CSMDP
Command Supply Maintenance Discipline Program

CSSB
Combat sustainment support brigade

CTIS
central tire inflation system

CVC
combat vehicle crewman

CVE
combat vehicle evaluation

DA
Department of the Army

DCR
DOTMLPF change recommendation source

DCSLOG
Deputy Chief of Staff for Logistics

DCST
DLA Contingency Support Teams

DEF
deployment expeditionary force

DEL
deployable equipment list

DEMIL
demilitarization

DISCOM
division support command

DLA
Defense Logistics Agency

DMC
distribution management center

DMLSS
defense medical logistics standard support

DOD
Department of Defense

DODAC
DoD activity address code

DOL
Directorate of Logistics

DOTMLPF
doctrine, organization, training, materiel, leadership and education, personnel, and facilities

DMLSS
defense medical logistics standard support

DPW
Directorate of Public Works

DRMO
Defense Reutilization and Marketing Office

DTS
defense transportation system

DUIC
Derivative unit identification code

ECO
electronic combat officer

ECOD
estimated cost of damage

ECP
engineering change proposals

EIR
equipment improvement recommendations

EP
exchange pricing

ERC
equipment readiness codes

ERE
early return equipment

ESC
Expeditionary Sustainment Command(s)

ETM
electronic technical manual

EUM
end users manual

FAD
force activity designator

FAAST
force and asset search tool

FLIPL
Financial liability investigation of property

FLRC
field logistics readiness center

FM
field manual

FMC
full mission capable

FORSCOM
Forces Command

FTX
field training exercise

FTP
file transfer protocol

FWT
fair wear and tear

GCSS-A
Global Combat Support System-Army

GFEBS
general fund enterprise business system

GO
general officer

GPM
ground precautionary message

GS
general support

GSA
General Services Administration

GSE
ground support equipment

GSNS
ground safety notification system

HAZCOM
hazardous communication

HAZMAT
hazardous materiel

HRH
hand receipt holder

HQ
headquarters

HQDA
Headquarters, Department of the Army

IETM
interactive electronic technical manuals

ILAP
integrated logistics analysis program

IMRF
Instrument Master Record File

IOC
installation operation center

IPD
issue priority designator

ITSC
installation TMDE support center

IUID
Item unit identification

Km
kilometer

LAO
logistics assistance office

LAP
logistics assistance program

LAR
logistics assistance representative

LBE
left behind equipment

LCMC
life cycle management command

LEC
Logistics and Engineering Center

LIA
logistics integration agency

LIDB
logistics integrated database

LID
light infantry division

LIN
line item number

LIS
logistics information system

LIW
logistics information warehouse

LIW
lubrication order

LO
lubrication order

LOGCAP
logistics civil augmentation program

LOGSA
U.S. Army Logistics Support Agency

LOI
letter of instruction

LRU
line replaceable unit

LSE
logistics support element

LSOC
leveraging sustainment organizations in CONUS

LST
logistics support team

LTC
lieutenant colonel

MAC
maintenance allocation chart

MACOM
major Army command

MAL
master authorization list

MAM
maintenance advisory message(s)

MCO
Maintenance Control Officer

MCSR
material condition status report

MCT
movement control team

MEDCOM
medical command

MEL
maintenance expenditure limits

METT-T
mission, enemy, time, terrain and troops available

MFR
memorandum for record

MLMC
medical logistics management centers

MILVAN
military van (container)

MM
materiel management

MMC
materiel management center

MMDF
maintenance master data file

MOA
memorandum of agreement

MOB
mobilization

MOS
Military occupational specialty

MOU
memorandum of understanding

MRAP
mine resistant ambush protected

MRC
maintenance repair code

MRD
maintenance readiness division

MSC
major subordinate command

MSD
maintenance support device

MSDS
materiel safety data sheets

MSI
maintenance specific items

MST
maintenance support team

MTOE
modification table of organization and equipment

MUC
maintenance use code

MWO
modification work order

NBC
nuclear, biological and chemical

NCO
non-commissioned officer

NEC
network enterprise center

NICP
national inventory control point

NEOF
no evidence of failure

NET
new equipment training

NETUSR
net-centric unit status report

NIIN
national item identification number

NMC
non-mission capable

NMCM
non-mission capable maintenance

NMCS
non-mission capable supply

NRTS
not reparable this station

NSN
national stock number

NTV
non-tactical vehicle

NVD
night vision devices

NVG
night vision goggle(s)

OCIE
organization clothing and individual equipment

OCOC
on-condition oil change

OEF
Operation Enduring Freedom

OIF
Operation Iraqi Freedom

OPCON
operation condition

OPTEMPO
operational tempo

ORF
operational readiness float

OSHA
Occupational Safety and Health Act

Pam
pamphlet

PBIC
property book identification code

PBO
property book officer

PBUSE
property book unit supply-enhanced

PCC
pre-combat checks

PCE
protective clothing and equipment

PCI
pre-combat inspection

PD
priority designation

PDO
property disposal operation

PDTE
pre-deployment training equipment

PLL
prescribed load list

PM
project manager, preventive maintenance

PMCS
preventive maintenance checks and services

POC
point of contact

POI
program of instruction

POL
petroleum, oils, and lubricants

PPE
personal protective equipment

PS
post scripts

PWS
performance work statements

QA
quality assurance

QC
quality control

QDR
quality deficiency report

RD
redeployment

RD-120
redeployment 120 days

RDD
required delivery date

RDE
rear detachment equipment

Reg
regulation

RM
records manager

RO
requisitioning objective

ROP
Re-Order Point

ROWPU
reverse osmosis water purification unit

RSIP
roadside spot inspection program

SAAS-MOD
Standard Army Ammunition System-Modernization

SAMS-E
standard Army maintenance system – enhanced

SAMS-IE
standard Army maintenance system – installation enhanced

SARSS
standard Army retail supply system

SASMO
Sustainment automation support management office

SAVR
standard Army validation and reconciliation

SB
sustainment brigade

SC
supply catalog

SCP
software change package

SDD
Standard delivery dates

SEA
supply excellence award

SKO
sets, kits, and outfits

SMR
source, maintenance, recoverability

SOP
standard (or standing) operating procedure

SOR
source of repair

SOUM
safety of use message

SOW
statement of work

SSG
staff sergeant

SN
serial number

SPBS-R-I
standard property book system redesign-I

SPO
Support Operations Officer

SRA
specialized repair activity

SRU
shop replacement unit

SS
shop stock

SSA
supply support activity

SSL
shop stock listing

STAMIS
standard Army multi-command management information system

TACOM
Tank-Automotive and Armaments Command

TAMMS
the Army maintenance management system

TAMMS-A
the Army maintenance management system-aviation

TAO
training assistance outline

TAQ
total Army quality

TAT
to accompany troops

TB
technical bulletin

TC
track commander

TDA
table of distribution and allowances

TDY
temporary duty

TEMOD
test equipment modernization

TI
technical inspection

TIMMS
TMDE integrated materiel management system

TIPS
tool improvement program suggestions

TM
technical manual

TMDE
test, measurement, and diagnostic equipment

TOE
Table of organization and equipment

TOW
tube launched, optically tracked, wire guided

TPE
theater produced equipment

TRA
training, resourcing, and authority

TRADOC
Training and Doctrine Command

TRM
training resources model

TSA
TMDE support activity

TSC
theater sustainment command

TSP
Training support packages(s)

UIC
unit identification code

ULLS-A (E)
unit level logistics system-aviation enhanced

UMMIPS
Uniform materiel movement and issue priority system

UND
urgency of need designator

USA
United States of America

VTC
video teleconference

WARCO
warranty coordinator

XO
executive officer

OSHA
Occupational Safety and Health Administration

1CD
1st Cavalry Division

13th ESC
13th Expeditionary Sustainment Command

15th MI BN
15th Military Intelligence Battalion

III Corps G-4 MRD
III Corps G-4 Maintenance Readiness Division

21st CAV BDE
21st Cavalry Brigade

Section II
Terms

Pass back
Percentage of divisional workload passed to supporting unit maintenance or DOL